

2017-0232



# ST. CHARLES PARISH

*PAUL J. HOGAN, PE*

COUNCILMAN AT LARGE, DIVISION B

P.O. BOX 302 • HAHNVILLE, LA 70057

(985) 783-5000 • Fax: (985) 783-2067

www.stcharlesparish-la.gov

## MEMORANDUM

DATE: AUGUST 8, 2016

TO: MR. LARRY COCHRAN  
PARISH PRESIDENT

FROM: PAUL J. HOGAN, PE  
COUNCILMAN-AT-LARGE, DIVISION B

RE: ANIMAL SHELTER/HUMANE SOCIETY

Ms. Jena Troxler made a presentation to us at a Parish Council Meeting in May informing us of the activities at the Animal Shelter. Since her addressing us, I have finally had time to be able to do something I have wanted to do for years. That is to obtain and review the Parish ordinances and its agreement with the Humane Society and understand how the operation works. The information provided to me by our Council Secretary shows that there has been five (5) amendments to the original Agreement. Please review the attached and let me know if there are any our Secretary has missed. I have taken the amendments provided to me and added them to the original Agreement. Attached you will find what I see as the current form of the Agreement. Please review and let me know if this document represents the extent of the current Agreement the Parish has with the Humane Society. In the Agreement, Item 12 states there could be other services that the Parish President could agree to. Please let me know if there are any other services that you or any other Parish President had agreed to. Please send me a copy of them if there are any.

The Agreement also shows that the Parish has certain responsibilities and the Humane Society has certain responsibilities and that dollars comes into play with some. Item 1 shows that a fee of \$80 is collected by the Society for each animal adopted. Item 2 says the Society is to use the adoption fee to offset their cost to spay adopted animals in St. Charles Parish. From what Ms. Troxler informed the Council in May, I understood her to say that she was now performing the spaying instead of the Society. Please confirm if that is correct, and if it is, then it appears that the Agreement needs to be amended to account for this and to account for the \$80 fee collected and where this money is to go since it was to go to the Society for them to do the spaying. Item 7(a) also needs to be looked at since it refers to veterinarian assistance on Tuesdays. With what Ms. Troxler stated, is this veterinarian assistance still needed or applicable?

With Item 13, are the adoption records being sent to the Parish (the Council?) on a monthly basis? I do not recall ever seeing any during my time on the Council.

AUGUST 8, 2016  
PAGE 2

With Item 22, the Society agrees to pay for the medical care of injured animals when they are consulted and give their prior approval for the care. I would assume the care was done by outside vets before Ms. Troxler came on board and is now being taken care of by her. Is that correct? I would assume the Society is not being contacted to get approval to pay for the medical care of injured animals since Ms. Troxler can do the service, which I would assume she is now doing. Is that correct? With respect to the money that the Society would use to pay for this, was those dollars, funds, which came from St. Charles Parish by some means to pay for this and is now being collected by them and not being spent back on us for this service? Please advise. Also, what about animals that come in that have a problem other than needing to be spayed or a problem but not due to an injury. How do animals with these other issues get treatment? Does our Agreement with the Society or our code provides for them getting attention or are do those animals just get put down? Does Ms. Troxler do surgeries on animals that come in that have issues other than injuries or spaying? Please advise.

Item 23 refers to the Society possibly assisting the Parish with the rabies vaccination program if it gets prior approval of the Parish President. Do we have a rabies vaccination program and have you or a prior Parish president given approval for this? If yes, how does it work and please send me documentation of this for my files.

In reviewing our related Parish ordinances, it looks like there is one part in there that has the possibility of some generation of funds with regards to the "Disposal for medical or scientific experimentation" (Sec. 4-53). What happens to the carcasses of animals that are euthanized? Are they given away, disposed of by some means, or do medical or scientific related entities pay for them? Please explain what happens to them and if we do get funds for them by some means, how do we use these funds?

And in general, please have the entire Agreement with the Society reviewed and see if everything in there is still applicable or if there are some things that no longer apply or needs amending here and there.

Also, please review Chapter 4 – Animals and Fowl and see if there are any changes needed in this Section of the code to account for anything that we may be doing that we should not be doing. Please advise if we need to add something that we should be doing that our code does not allow us to do, or if the code needs any amending as it relates to the job of the Animal Shelter and the Humane Society.

PJH/TKC529:ag

Attachment

cc: Parish Council  
Mr. Billy Raymond, Chief Administrative Officer w/attachment  
Mr. Bobby Raymond, Legal Services Director w/attachment  
Ms. Jena Troxler, Animal Control Director w/attachment

AGREEMENT BY AND BETWEEN  
ST. CHARLES PARISH and  
ST. CHARLES HUMANE SOCIETY

UNITED STATES OF AMERICA  
STATE OF LOUISIANA  
PARISH OF ST. CHARLES

This Agreement is hereby made to establish an Adoption Program through the St. Charles Parish Animal Control Office.

The St. Charles Humane Society hereby agrees to the following:

- 1) To collect a fee of \$80.00 for each animal adopted.
  
- 2.) To process all adoptions and utilize the Adoption Fee provide herein to offset the cost to spaying adopted animals of St. Charles Parish.
- 3.) An annual financial report of the adoption account shall be sent to the Parish for review and approval. Funds from the account shall only be used for the purpose for which St. Charles Humane Society was established. Proposed usage of these funds shall be written and provided to St. Charles Parish for review by the St. Charles Parish Legal Services Department and approval by the St. Charles Parish President. This section shall apply to those funds generated from the adoption fee and shall have no effect on other monies generated by the St. Charles Humane Society from other sources. The financial report shall be submitted to St. Charles Parish no later than January 31st of each year that this agreement is in effect.
- 4) St. Charles Humane Society shall use the adoption agreement as approved by the Director of Legal Services. Prior written approval by the Director of Legal Services shall be required for any proposed changes or modifications made to the adoption agreement.
- 5) The St. Charles Humane Society shall not assign or transfer any interest in the agreement without prior written consent of the Parish Council.
- 6) The St. Charles Humane Society shall forward a copy of their Certificate of Insurance as well as a copy of a Certificate of Insurance from any veterinarians who volunteers to assist the Humane Society in the adoption program prior to the commencement of this agreement. No less than fifteen days prior to the expiration date of the said insurance the Humane Society shall show proof of insurance renewal. St. Charles Parish should be notified immediately of cancellation of insurance. This insurance shall be a minimum of \$500,000.00 liability coverage for all acts of its members.
- 7.) St. Charles Parish shall allow members of the St. Charles Humane Society to assist at the Animal Control Facility with pet care and adoptions on Wednesday and Saturday of each week between the hours of 12:00 P.M. and 3:00 P.M.
  - a) Veterinarians assistance on Tuesday of each week between the hours of 12:00 P.M. and 3:00 P.M.

b) Pet grooming and adoptions on Wednesday of each week during normal working hours.

c) Pet grooming and adoptions on Saturday of each week between the hours of 12:00 P.M. and 3:00 P.M.

8) The St. Charles Parish Humane Society shall provide St. Charles Parish with a roster of all members including addresses and phone numbers. Rosters shall be updated on a monthly basis. Said roster's only purpose shall be for verifying membership by Parish Animal Control Personnel. Said roster shall not be considered as public record and shall not be distributed by Parish personnel to anyone unless so ordered by the Courts. Only members whose names appear on the roster will be allowed to work in the Animal Control Facility. In the absence of Parish personnel at least one elected officer of the Humane Society shall be present and responsible for the Animal Control Facility.

9) St. Charles Parish shall make available five (5) dog holding areas and four (4) cat holding areas to house the pets selected by the St. Charles Humane Society for adoption.

10.) No animal shall be selected for adoption until all holding time requirements of the St. Charles Parish Animal Control Code have been met in accordance with Animal Control Identification Cards placed on each animal cage and/or kennel run. No animal considered to be a vicious animal as defined in the St. Charles Parish Code shall be considered for adoption.

11) At no time shall the adoption program or service performed by the members of the St. Charles Humane Society interfere with the personnel or the normal operations of the Animal Control Facility that would prevent said facility or its personnel from performing the duties and purposes that are mandated by the St. Charles Parish Code.

12) Any additional services other than the adoption program, including but not limited to rearranging the present facility, must be approved by the St. Charles Parish President. All request for permission to provide additional services shall be in writing.

13) The St. Charles Humane Society shall keep official records of all adoptions and provide copies of said documents to St. Charles Parish on a monthly basis.

14) St. Charles Parish shall provide for the Humane Society's use the small unoccupied room as office accommodations so as to allow the Humane Society to setup a desk and a telephone to facilitate their operational needs.

15) St. Charles Parish shall not be responsible for any debts incurred by the St. Charles Humane Society related to the implementation and operation of the adoption program or any other functions which may be allowed in the future by this agreement.

16) In the absence of a member of the Humane Society, St. Charles Parish Animal Control Officers or employees shall handle the adoption of any animal in the control facility as stated in the St. Charles Parish Code.

17) The St. Charles Parish Humane Society does hereby agree to indemnify and hold harmless St. Charles Parish from any and all liability arising as a result of this agreement.

18) The St. Charles Humane Society agrees not to use any videos, pictures, slides or photographs of any property belonging to St. Charles Parish for the purpose of advertising

or propaganda without the express written permission of St. Charles Parish by either resolution of the St. Charles Parish Council or executive order of the St. Charles Parish President.

19) The St. Charles Humane Society agrees not to use any writings, symbols or other literary documents belonging to St. Charles Parish for the purpose of advertising or propoganda without the express written permission of St. Charles Parish by either resolution of the St. Charles Parish Council or executive order of the St. Charles Parish President.

20) The St. Charles Humane Society agrees to obey all Federal, State and Local laws while performing the duties of this agreement.

This agreement shall become effective upon the approval of the St. Charles Parish Council, the St. Charles Parish President and the St. Charles Humane Society.

This agreement may be cancelled without cause upon thirty (30) days written notice by either party.

Any violation of this agreement will be grounds for its termination to be effective immediately upon written notice from either party.

This agreement entered into this 3 day of Feb, 1994.

ST. CHARLES PARISH

*Chris A. Tregre*  
BY: CHRIS A. TREGRE  
PARISH PRESIDENT

ST. CHARLES HUMANE SOCIETY

*Lois M. Markese*  
BY: LOIS M. MARKESE  
PRESIDENT

- 21.) Bi-annual meetings with the Parish President's Office shall be held to discuss concerns and/or requested improvements between the parties.
- 22.) When an Animal Control Officer has been called out to pickup an injured animal, the Animal Control Officer may consult with a Humane Society Officer to determine if the animal needs immediate care. The Humane Society agrees to pay for medical care of injured animals when they are consulted and give their prior approval for the care. \*
- 23.) The Humane Society may assist the Parish in its annual rabies vaccination program, with the prior approval of the Parish President.

AGREEMENT BY AND BETWEEN

UNITED STATES OF AMERICA

ST. CHARLES PARISH and

STATE OF LOUISIANA

ST. CHARLES HUMANE SOCIETY

PARISH OF ST. CHARLES

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- 2) To process all adoptions and utilize the Adoption Fee provide herein to offset the cost to spaying adopted animals of St. Charles Parish.
- 3) An annual financial report of the adoption account shall be sent to the Parish for review and approval. Funds from the account shall only be used for the purpose for which St. Charles Humane Society was established. Proposed usage of these funds shall be written and provided to St. Charles Parish for review by the St. Charles Parish Legal Services Department and approval by the St. Charles Parish President. This section shall apply to those funds generated from the adoption fee and shall have no effect on other monies generated by the St. Charles Humane Society from other sources. The financial report shall be submitted to St. Charles Parish no later than January 31<sup>st</sup> of each year that this agreement is in effect.
- 4) St. Charles Humane Society shall use the adoption agreement as approved by the Director of Legal Services. Prior written approval by the Director of Legal Services shall be required for any proposed changes or modifications made to the adoption agreement.
- 5) The St. Charles Humane Society shall not assign or transfer any interest in the agreement without prior written consent of the Parish Council.
- 6) The St. Charles Humane Society shall forward a copy of their Certificate of Insurance as well as a copy of a Certificate of Insurance from any veterinarians who volunteer to assist the Humane Society in the adoption program prior to the commencement of this agreement. No less than fifteen (15) days prior to the expiration date of the said insurance the Humane Society shall show proof of insurance renewal. St. Charles Parish should be notified immediately of cancellation of insurance. This insurance shall be a minimum of \$500,000.00 liability coverage for all acts of its members. This provision shall only apply if any member of the Society removes any animal from within the fenced area of the St. Charles Parish Animal Shelter.
- 7) St. Charles Parish shall allow members of the St. Charles Humane Society to assist at the Animal Control Facility with pet care and adoptions on

Wednesday and Saturday of each week between the hours of 12:00 P.M. and 3:00 P.M.

8) The St. Charles Parish Humane Society shall provide St. Charles Parish with a roster of all members including addresses and phone numbers. Rosters shall be updated on a monthly basis. Said roster's only purpose shall be for verifying membership by Parish Animal Control Personnel. Said roster shall not be considered as public record and shall not be distributed by Parish personnel to anyone unless so ordered by the Courts. Only members whose names appear on the roster will be allowed to work in the Animal Control Facility. In the absence of Parish personnel at least one elected officer of the Humane Society shall be present and responsible for the Animal Control Facility.

9) St. Charles Parish shall make available five (5) dog holding areas and four (4) cat holding areas to house the pets selected by the St. Charles Humane Society for adoption.

10) No animal shall be selected for adoption until all holding time requirements of the St. Charles Parish Animal Control Code have been met in accordance with Animal Control Identification Cards placed on each animal cage and/or kennel run. No animal considered to be a vicious animal as defined in the St. Charles Parish Code shall be considered for adoption.

11) At no time shall the adoption program or service performed by the members of the St. Charles Humane Society interfere with the personnel or the normal operations of the Animal Control Facility that would prevent said facility or its personnel from performing the duties and purposes that are mandated by the St. Charles Parish Code.

12) Any additional services other than the adoption program, including but not limited to rearranging the present facility, must be approved by the St. Charles Parish President. All request for permission to provide additional services shall be in writing.

13) The St. Charles Humane Society shall keep official records of all adoptions and provide copies of said documents to St. Charles Parish on a monthly basis.

14) St. Charles Parish shall provide for the Humane Society's use the small unoccupied room as office accommodations so as to allow the Humane Society to setup a desk and a telephone to facilitate their operational needs.

15) St. Charles Parish shall not be responsible for any debts incurred by the St. Charles Humane Society related to the implementation and operation of the adoption program or any other functions which may be allowed in the future by this agreement.

16) In the absence of a member of the Humane Society, St. Charles Parish Animal Control Officers or employees shall handle the adoption of any animal in the control facility as stated in the St. Charles Parish Code.

17) The St. Charles Parish Humane Society does hereby agree to indemnify and hold harmless St. Charles Parish from any and all liability arising as a result of this agreement.

18) The St. Charles Humane Society agrees not to use any videos, pictures, slides or photographs of any property belonging to St. Charles Parish for the purpose of advertising or propaganda without the express written permission of St. Charles Parish by either resolution of the St. Charles Parish Council or executive order of the St. Charles Parish President.

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20) The St. Charles Humane Society agrees to obey all Federal, State and Local laws while performing the duties of this agreement.

21) Bi-annual meetings with the Parish President's Office shall be held to discuss concerns and/or requested improvements between the parties.

22) When an Animal Control Officer has been called out to pickup an injured animal, the Animal Control Officer may consult with a Humane Society Officer to determine if the animal needs immediate care. The Humane Society agrees to pay for medical care of injured animals when they are consulted and give their prior approval for the care.

23) The Humane Society may assist the Parish in its annual rabies vaccination program, with the prior approval of the Parish President.

24) The St. Charles Humane Society shall establish, operate, and provide surgical equipment and supplies for a Surgical Room at the St. Charles Animal Control Shelter, which shall be staffed by a licensed veterinarian, and veterinarian technician. The Room shall be used to provide traditional veterinarian services along with the microchipping of animals. Any Veterinarian providing services shall be required to provide proof of mal-practice insurance and agree to indemnify and hold harmless St. Charles Parish from any liability arising as a result of their services.

This agreement shall become effective upon the approval of the St. Charles Parish Council, the St. Charles Parish President and the St. Charles Humane Society.

This agreement may be cancelled without cause upon thirty (30) days written notice by either party.



Any violation of this agreement will be grounds for its termination to be effective immediately upon written notice from either party.

This agreement entered into this 3 day of Feb., 1994.

ST. CHARLES PARISH

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BY: CHRIS A. TREGRE  
PARISH PRESIDENT

ST. CHARLES HUMANE SOCIETY

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BY:  
PRESIDENT

SUMMARY NO. 3821  
INTRODUCED BY: CHRIS A. TREGRE  
PARISH PRESIDENT  
ORDINANCE NO. 94-1-18

An ordinance authorizing the Parish President to enter into an Agreement with the St. Charles Humane Society for an Adoption Program of unclaimed animals, and to repeal Ordinance No. 83-3-2.

WHEREAS, the St. Charles Parish Council has adopted Ordinance No. 81-3-7, as amended, regulating animals in St. Charles Parish; and,

WHEREAS, the St. Charles Parish Council desires to have an Adoption Program established for unclaimed animals; and,

WHEREAS, the St. Charles Humane Society is willing to conduct an Adoption Program.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the St. Charles Humane Society is hereby authorized to coordinate and establish an Adoption Program through the Animal Control Office for all unclaimed animals picked up by the Parish, in accordance with the attached Agreement.

SECTION II. That the Parish President is hereby authorized to execute the attached Agreement on behalf of St. Charles Parish.

SECTION III. That Ordinance No. 83-3-2 adopted by the St. Charles Parish Council on March 7, 1983, is hereby rescinded.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: TRAMONTE, MINNICH, CHAMPAGNE, NASSAR, SOMME', JOHNSON, DUHE, DANFORD

NAYS: ALEXANDER

ABSENT: NONE

And the ordinance was declared adopted this 24TH day of JANUARY, 1994, to become effective five (5) days after publication in the Official Journal.

*Kevin J. Champagne*  
COUNCIL CHAIRMAN

*Jean Beland*  
COUNCIL SECRETARY  
DEL. VD TO PARISH PRESIDENT 1-25-94

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

PARISH PRESIDENT: *Chris A. Tregre*

RETURNED TO SECRETARY: 1-25-94

AT \_\_\_\_\_ AM/PM

RECEIVED BY: *JB*

REFERENCE	AMENDED BY:
<u>81-3-7</u>	<u>96-3-8</u>
<u>09-9-19</u>	<u>96-5-14</u>
	<u>99-4-11</u>
	<u>02-3-5</u>
RESCINDED/REPEALED	
<u>83-3-2</u>	

AGREEMENT BY AND BETWEEN  
ST. CHARLES PARISH and  
ST. CHARLES HUMANE SOCIETY

UNITED STATES OF AMERICA  
STATE OF LOUISIANA  
PARISH OF ST. CHARLES

This Agreement is hereby made to establish an Adoption Program through the St. Charles Parish Animal Control Office.

The St. Charles Humane Society hereby agrees to the following:

1) To collect a fee of \$20.00 for each animal adopted and a refundable deposit of \$25.00 which shall be refunded to the adoptee upon meeting the requirements of the adoption agreement here to "Form A".

2) Disbursements of the \$20.00 adoption fee shall be as follows:

a) \$10.00 per adoption shall be forwarded to St. Charles Parish Finance Department.

b) \$10.00 per adoption shall be kept in a special account of the St. Charles Humane Society.

3) An annual financial report of the adoption account shall be sent to the Parish for review and approval. Funds from the account shall only be used for the purpose for which St. Charles Humane Society was established. Proposed usage of these funds shall be written and provided to St. Charles Parish for review by the St. Charles Parish Legal Services Department and approval by the St. Charles Parish President. This section shall apply to those funds generated from the \$10.00 adoption fee and shall have no effect on other monies generated by the St. Charles Humane Society from other sources. The financial report shall be submitted to St. Charles Parish no later than January 31st of each year that this agreement is in effect.

4) St. Charles Humane Society shall use the adoption agreement as approved by the Director of Legal Services. Prior written approval by the Director of Legal Services shall be required for any proposed changes or modifications made to the adoption agreement.

5) The St. Charles Humane Society shall not assign or transfer any interest in the agreement without prior written consent of the Parish Council.

6) The St. Charles Humane Society shall forward a copy of their Certificate of Insurance as well as a copy of a Certificate of Insurance from any veterinarians who volunteers to assist the Humane Society in the adoption program prior to the commencement of this agreement. No less than fifteen days prior to the expiration date of the said insurance the Humane Society shall show proof of insurance renewal. St. Charles Parish should be notified immediately of cancellation of insurance. This insurance shall be a minimum of \$500,000.00 liability coverage for all acts of its members.

7) St. Charles Parish shall allow members of the St. Charles Humane Society to assist at the Animal Control Facility as follows:

a) Veterinarians assistance on Tuesday of each week between the hours of 12:00 P.M. and 3:00 P.M.

b) Pet grooming and adoptions on Wednesday of each week during normal working hours.

c) Pet grooming and adoptions on Saturday of each week between the hours of 12:00 P.M. and 3:00 P.M.

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or propaganda without the express written permission of St. Charles Parish by either resolution of the St. Charles Parish Council or executive order of the St. Charles Parish President.

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20) The St. Charles Humane Society agrees to obey all Federal, State and Local laws while performing the duties of this agreement.


This agreement shall become effective upon the approval of the St. Charles Parish Council, the St. Charles Parish President and the St. Charles Humane Society.

This agreement may be cancelled without cause upon thirty (30) days written notice by either party.

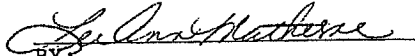
Any violation of this agreement will be grounds for its termination to be effective immediately upon written notice from either party.

This agreement entered into this 3 day of Feb, 1994.

ST. CHARLES PARISH

  
BY: CHRIS A. TREGRE  
PARISH PRESIDENT

ST. CHARLES HUMANE SOCIETY

  
BY: \_\_\_\_\_  
PRESIDENT

SUMMARY NO. 4198  
INTRODUCED BY: CHRIS A. TREGRE, PARISH PRESIDENT  
ORDINANCE NO. 96-3-8

An ordinance to amend Ordinance No. 94-1-18 to revise the Agreement with the St. Charles Humane Society to adjust the adoption fee, insurance requirements, and hours of operation.

WHEREAS, the St. Charles Humane Society has requested that they receive a larger portion of the Animal Adoption Fee to help cover the cost of having the adopted animal spayed; and,

WHEREAS, the Humane Society has requested that they not be required to have liability insurance if they do not take any animals off of the Shelter site; and,

WHEREAS, the Humane Society has requested that they be allowed at the Shelter during additional hours; and,

WHEREAS, it is the desire of the Parish Council to add these provisions to the Parish Contract.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

**SECTION I.** That Ordinance No. 94-1-18 is hereby amended to read as follows:

- 1) To collect a fee of \$30.00 for each animal adopted and a refundable deposit of \$25.00 which shall be refunded to the adoptee upon meeting the requirements of the adoption agreement here to "Form A". The refundable deposit may be waived if the Society provides a Certificate for spaying.
- 2) Disbursements of the \$30.00 adoption fee shall be as follows:
  - a) \$10.00 per adoption shall be forwarded to St. Charles Parish Finance Department.
  - b) \$20.00 per adoption shall be kept in a special account of the St. Charles Humane Society.
- 6) The St. Charles Humane Society shall forward a copy of their Certificate of Insurance as well as a copy of a Certificate of Insurance from any veterinarians who volunteer to assist the Humane Society in the adoption program prior to the commencement of this agreement. No less than fifteen (15) days prior to the expiration date of the said insurance, the Humane Society shall show proof of insurance renewal. St. Charles Parish should be notified immediately of cancellation of insurance. This insurance shall be a minimum of \$500,000.00 liability coverage for all acts of its members. This provision shall only apply if any member of the Society removes any animal from within the fenced area of the St. Charles Parish Animal Shelter.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: RAMCHANDRAN, MINNICH, ALEXANDER, CHAMPAGNE, PHILLIPS, AUTHEMENT, JOHNSON, DUHE, SIRMON

NAYS: NONE

ABSENT: NONE

And the ordinance was declared adopted this 18th day of March, 1996, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Barry Minnich  
SECRETARY: Joan Beaud  
DLVD/PARISH PRESIDENT: Mar 19, 1996  
APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

94-1-18 AMENDED

PARISH PRESIDENT: Chris A. Tregre  
REC'D/SECRETARY: Mar 20, 1996  
AT: 43m RECD BY: JB

**RECORDED IN THE ST. CHARLES PARISH CLERK OF COURT OFFICE**  
ON April 29, 1996  
AS ENTRY NO. 201816  
IN MORTGAGE/CONVEYANCE BOOK  
NO. 508 FOLIO 82

AMENDMENT NO. 1

to

AGREEMENT BY AND BETWEEN

ST. CHARLES PARISH  
AND  
ST. CHARLES HUMANE SOCIETY

BE IT KNOWN that on this 4<sup>th</sup> day of April, 1996, ST. CHARLES PARISH, P. O. Box 302, Hahnville, LA, 70057, and ST. CHARLES HUMANE SOCIETY, P. O. Box 240, Destrehan, LA, 70047, hereby agree that their Agreement, Ordinance No. 94-1-18, dated February 3, 1994, is hereby amended to read as follows:

- 1) To collect a fee of \$30.00 for each animal adopted and a refundable deposit of \$25.00 which shall be refunded to the adoptee upon meeting the requirements of the adoption agreement here to "Form A". The refundable deposit may be waived if the Society provides a Certificate for spaying.
- 2) Disbursements of the \$30.00 adoption fee shall be as follows:
  - a) \$10.00 per adoption shall be forwarded to St. Charles Parish Finance Department.
  - b) \$20.00 per adoption shall be kept in a special account of the St. Charles Humane Society.
- 6) The St. Charles Humane Society shall forward a copy of their Certificate of Insurance as well as a copy of a Certificate of Insurance from any veterinarians who volunteer to assist the Humane Society in the adoption program prior to the commencement of this agreement. No less than fifteen (15) days prior to the expiration date of the said insurance, the Humane Society shall show proof of insurance renewal. St. Charles Parish should be notified immediately of cancellation of insurance. This insurance shall be a minimum of \$500,000.00 liability coverage for all acts of its members. This provision shall only apply if any member of the Society removes any animal from within the fenced area of the St. Charles Parish Animal Shelter.

All other provisions of the Agreement shall remain as first written.

ST. CHARLES PARISH

ST. CHARLES HUMANE SOCIETY

By: Chris A. Tregre  
CHRIS A. TREGRE  
PARISH PRESIDENT

By: Lee Ann Matherne  
LEE ANN MATHERNE  
PRESIDENT

*Ord*

SUMMARY NO. 4232

INTRODUCED BY: CHRIS A. TREGRE, PARISH PRESIDENT

ORDINANCE NO. 96-5-14

An ordinance to amend Ordinance No. 94-1-18 to revise the Agreement with the St. Charles Humane Society to clarify services and certain procedures as stated therein.

WHEREAS, the St. Charles Humane Society has requested that certain revisions be made to their agreement with St. Charles Parish; and,

WHEREAS, the Society and the Parish President have agreed to the below listed revisions; and,

WHEREAS, it is the desire of the Parish Council to approve these provisions to the Contract.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

**SECTION I.** That Ordinance No. 94-1-18 is hereby amended to read as follows:

- 7.) St. Charles Parish shall allow members of the St. Charles Humane Society to assist at the Animal Control Facility with pet care and adoptions on Wednesday and Saturday of each week between the hours of 12:00 P.M. and 3:00 P.M.
- 10.) No animal shall be selected for adoption until all holding time requirements of the St. Charles Parish Animal Control Code have been met in accordance with Animal Control Identification Cards placed on each animal cage and/or kennel run. No animal considered to be a vicious animal as defined in the St. Charles Parish Code shall be considered for adoption.
- 21.) Bi-annual meetings with the Parish President's Office shall be held to discuss concerns and/or requested improvements between the parties.
- 22.) When an Animal Control Officer has been called out to pickup an injured animal, the Animal Control Officer may consult with a Humane Society Officer to determine if the animal needs immediate care. The Humane Society agrees to pay for medical care of injured animals when they are consulted and give their prior approval for the care.
- 23.) The Humane Society may assist the Parish in its annual rabies vaccination program, with the prior approval of the Parish President.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: RAMCHANDRAN, MINNICH, ALEXANDER, CHAMPAGNE, PHILLIPS,  
AUTHEMENT, JOHNSON, DUHE, SIRMON

NAYS: NONE

ABSENT: NONE

And the ordinance was declared adopted this 20th day of May, 1996, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Barry Minnich

SECRETARY: Joan Secnel

DLVD/PARISH PRESIDENT: May 21, 1996

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

PARISH PRESIDENT: Chris A. Tregre

RET/SECRETARY: May 22, 1996

AT: 9:05AM RECD BY: JB

AMENDED

94-1-18



RECORDED IN THE ST. CHARLES PARISH  
 CLERK OF COURT OFFICE  
 ON August 23, 1996  
 AS ENTRY NO. 204409  
 IN MORTGAGE/CONVEYANCE BOOK  
 NO. 512 FOLD 650



AMENDMENT NO. 2

to

AGREEMENT BY AND BETWEEN

ST. CHARLES PARISH  
AND  
ST. CHARLES HUMANE SOCIETY

BE IT KNOWN that on this 6th day of June, 1996, ST. CHARLES PARISH, P.O. Box 302, Hahnville, LA, 70057, and ST. CHARLES HUMANE SOCIETY, P.O. Box 240, Destrehan, LA 70047, hereby agree that their Agreement, Ordinance No. 94-1-18, dated February 3, 1994, is hereby amended to read as follows:

- 7.) St. Charles Parish shall allow members of the St. Charles Humane Society to assist at the Animal Control Facility with pet care and adoptions on Wednesday and Saturday of each week between the hours of 12:00 P.M. and 3:00 P.M.
- 10.) No animal shall be selected for adoption until all holding time requirements of the St. Charles Parish Animal Control Code have been met in accordance with Animal Control Identification Cards placed on each animal cage and/or kennel run. No animal considered to be a vicious animal as defined in the St. Charles Parish Code shall be considered for adoption.
- 21.) Bi-annual meetings with the Parish President's Office shall be held to discuss concerns and/or requested improvements between the parties.
- 22.) When an Animal Control Officer has been called out to pickup an injured animal, the Animal Control Officer may consult with a Humane Society Officer to determine if the animal needs immediate care. The Humane Society agrees to pay for medical care of injured animals when they are consulted and give their prior approval for the care.
- 23.) The Humane Society may assist the Parish in its annual rabies vaccination program, with the prior approval of the Parish President.

All other provisions of the Agreement shall remain as first written.

ST. CHARLES PARISH

ST. CHARLES HUMANE SOCIETY

By: Chris A. Tregre  
CHRIS A. TREGRE  
PARISH PRESIDENT

By: Lee Ann Matherne  
LÉE ANN MATHERNE  
PRESIDENT

end

SUMMARY NO. 4705  
INTRODUCED BY: CHRIS A. TREGRE, PARISH PRESIDENT  
ORDINANCE: 99-4-11

An ordinance to amend Ordinance No. 94-1-18 to revise the Agreement with the St. Charles Humane Society to change the disbursement requirements of the adoption fee.

WHEREAS, the St. Charles Humane Society has requested that certain revisions be made to their agreement with St. Charles Parish; and,  
WHEREAS, the Society and the Parish President have agreed to allow the Society to process all adoptions; and,  
WHEREAS, it is the desire of the Parish Council to approve this provision to the Contract.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

- SECTION I.** That Ordinance No. 94-1-18 is hereby amended to read as follows:
- 2.) To process all adoptions and utilize the Adoption Fee provided herein to offset the cost to spaying adopted animals of St. Charles Parish.
  - 3.) An annual financial report of the adoption account shall be sent to the Parish for review and approval. Funds from the account shall only be used for the purpose for which St. Charles Humane Society was established. Proposed usage of these funds shall be written and provided to St. Charles Parish for review by the St. Charles Parish Legal Services Department and approval by the St. Charles Parish President. This section shall apply to those funds generated from the adoption fee and shall have no effect on other monies generated by the St. Charles Humane Society from other sources. The financial report shall be submitted to St. Charles Parish no later than January 31<sup>st</sup> of each year that this agreement is in effect.

The foregoing Ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: RAMCHANDRAN, MINNICH, ALEXANDER, CHAMPAGNE, AUTHEMENT, JOHNSON, DUHE, SIRMON  
NAYS: NONE  
ABSENT: NONE

And the ordinance was declared adopted this 19th day of April, 1999, to become effective five (5) days after this publication in the Official Journal.

Ordinances - St. Charles Humane Society Agreement Amendment

CHAIRMAN: [Signature]  
SECRETARY: [Signature]  
DLVD/PARISH PRESIDENT: 4-20-99  
APPROVED: [Signature] DISAPPROVED: \_\_\_\_\_  
PARISH PRESIDENT: [Signature]  
RETD/SECRETARY: 4-21-99  
AT: 2:45 PM RECD BY: [Signature]

94-1-18, AMENDED  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECORDED IN THE ST. CHARLES PARISH  
CLERK OF COURT OFFICE  
ON June 8, 1999  
AS ENTRY NO. 233526  
IN MORTGAGE/CONVEYANCE BOOK  
NO. 554 FOLIO 506

AMENDMENT NO. 3

to

AGREEMENT BY AND BETWEEN

ST. CHARLES PARISH  
AND

ST. CHARLES HUMANE SOCIETY

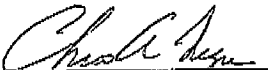
BE IT KNOWN that on this 26<sup>th</sup> day of May, 1999, ST. CHARLES PARISH, P. O. Box 302, Hahnville, LA, 70057, and ST. CHARLES HUMANE SOCIETY, P. O. Box 240, Destrehan, LA 70047, hereby agree that their Agreement, Ordinance No. 94-1-18, dated February 3, 1994, is hereby amended to read as follows:

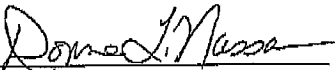
- 2.) To process all adoptions and utilize the Adoption Fee provide herein to offset the cost to spaying adopted animals of St. Charles Parish.
- 3.) An annual financial report of the adoption account shall be sent to the Parish for review and approval. Funds from the account shall only be used for the purpose for which St. Charles Humane Society was established. Proposed usage of these funds shall be written and provided to St. Charles Parish for review by the St. Charles Parish Legal Services Department and approval by the St. Charles Parish President. This section shall apply to those funds generated from the adoption fee and shall have no effect on other monies generated by the St. Charles Humane Society from other sources. The financial report shall be submitted to St. Charles Parish no later than January 31st of each year that this agreement is in effect.

Said amendment shall be effective April 1, 1999. All other provisions of the Agreement shall remain as first written, or previously amended.

ST. CHARLES PARISH

ST. CHARLES HUMANE SOCIETY

By:   
CHRIS A. TREGRE  
PARISH PRESIDENT

By:   
DONNA NASSAR  
PRESIDENT

Ordinance St. Charles Humane Society Agreement No 3

Drd.

2017-0232

2002-0063

INTRODUCED BY: ALBERT D. LAQUE, PARISH PRESIDENT

ORDINANCE NO. 02-3-5

An ordinance to amend Ordinance No. 94-1-18 to revise the agreement with the St. Charles Humane Society to change the adoption fee from \$30.00 to \$60.00.

WHEREAS, the St. Charles Parish Humane Society has requested that the adoption fee for animals adopted from the St. Charles Parish Animal Shelter be increased from \$30.00 to \$60.00; and,

WHEREAS, the Humane Society will provide a heart worm/leukemia test, vaccination of diseases, rabies shot, spay/neutering and removing of parasites (fleas and worms) with the additional funds; and,

WHEREAS, it is the desire of the Parish Council to approve this change to the agreement.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That Ordinance No. 94-1-18 is hereby amended to read as follows:

- 1) To collect a fee of \$60.00 for each animal adopted.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: RAMCHANDRAN, FAUCHEUX, HILAIRE, FABRE, ABADIE, MARINO, MINNICH  
 NAYS: NONE  
 ABSENT: AUTHEMENT, BLACK

And the ordinance was declared adopted this 25th day of March, 2002, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Clayton Fauchaux  
 SECRETARY: Barbara J. Jones  
 DLVD/PARISH PRESIDENT: March 26, 2002  
 APPROVED: [Signature] DISAPPROVED: \_\_\_\_\_  
 PARISH PRESIDENT: Albert D. Laque  
 RETD/SECRETARY: March 27, 2002  
 AT: 9:30 Am RECD BY: BGG<sup>vb</sup>

94-1-18 AMENDED  
 BY: 09-9-19

AMENDMENT NO. 4  
to  
AGREEMENT BY AND BETWEEN

ST. CHARLES PARISH  
AND  
ST. CHARLES HUMANE SOCIETY

BE IT KNOWN that on this 18<sup>th</sup> day of April, 2002 ST. CHARLES PARISH, P.O. Box 302, Hahnville, LA 70057, and ST. CHARLES HUMANE SOCIETY, P.O. Box 240, Destrehan, LA 70047, hereby agree that their Agreement, Ordinance No. 94-1-18, dated February 3, 1994, is hereby amended to read as follows:

- 1) To collect a fee of \$60.00 for each animal adopted.

Said amendment shall be effective April 1, 2002. All other provisions of the Agreement shall remain as first written, or previously amended.

ST. CHARLES PARISH

ST. CHARLES HUMANE SOCIETY

By: Albert D. Laque  
ALBERT D LAQUE  
PARISH PRESIDENT

By: Donna Nassar  
DONNA NASSAR  
PRESIDENT

2002-0493

INTRODUCED BY: ALBERT D. LAQUE, PARISH PRESIDENT

ORDINANCE NO. 02-12-4

An ordinance to approve and authorize the execution of an amendment to Ordinance No. 94-1-18 to revise the agreement with the St. Charles Humane Society to allow for an on site Surgical Room at the St. Charles Animal Control Shelter and to allow the microchipping of animals.

WHEREAS, the St. Charles Parish Humane Society has requested that they be allowed to establish and operate a Surgical Room in the St. Charles Parish Animal Control Shelter; and,

WHEREAS, the Humane Society intends to have this room staffed by a part-time Veterinarian to ascertain health of animals, spay/neuter adult animals and healthy puppies and kittens, heartworm and leukemia test, vaccinate and treat animals for parasites, microchip animals, etc; and,

WHEREAS, it is the desire of the Parish Council to approve this change to the agreement.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That Ordinance No. 94-1-18 is hereby amended as stated in Amendment No. 5 to the Agreement By and Between St. Charles Parish and the St. Charles Humane Society

SECTION II. That the Parish President is hereby authorized to execute said Amendment No. 5 on behalf of St. Charles Parish.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: RAMCHANDRAN, FAUCHEUX, HILAIRE, FABRE, ABADIE, AUTHEMENT, BLACK, MARINO, MINNICH

NAYS: NONE

ABSENT: NONE

And the ordinance was declared adopted this 2nd day of December, 2002, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN.

SECRETARY.

DLVD/PARISH PRESIDENT.

APPROVED.

DISAPPROVED

PARISH PRESIDENT.

RETD/SECRETARY.

AT 11:25 Am

RECD BY.

*Albert D. Laque*  
*December 3, 2002*  
*Albert D. Laque*  
*December 4, 2002*  
*BJJ*

AMENDMENT No. 5  
TO  
AGREEMENT BY AND BETWEEN


ST. CHARLES PARISH  
AND  
ST. CHARLES HUMANE SOCIETY

BE IT KNOWN that on this 9th day of Dec. 2002 ST. CHARLES PARISH, 15045 River Road, Hahnville, LA 70057, and ST.CHARLES HUMANE SOCIETY, P.O. Box 240, Destrehan, La 70047 hereby agree that their Agreement, Ordinance No. 94-1-18, dated February 3, 1994, is hereby amended to add the following:


24) The St. Charles Humane Society shall establish, operate, and provide surgical equipment and supplies for a Surgical Room at the St. Charles Animal Control Shelter, which shall be staffed by a licensed veterinarian, and veterinarian technician. The Room shall be used to provide traditional veterinarian services along with the microchipping of animals. Any Veterinarian providing services shall be required to provide proof of mal-practice insurance and agree to indemnify and hold harmless St. Charles Parish from any liability arising as a result of their services.

Said amendment shall be effective December 9, 2002. All other provisions of the Agreement shall remain as first written, or previously amended.

ST. CHARLES PARISH

By:   
Albert D. Laque  
Parish President

ST. CHARLES HUMANE SOCIETY

By:   
Donna Nassar  
President

*Ord.*

2017-0232

**2009-0352**

**INTRODUCED BY: SHELLEY M. TASTET, COUNCILMAN, DISTRICT II**

**ORDINANCE NO. 09-9-19**

An ordinance to amend Ordinance No. 02-3-5 to revise the agreement with the St. Charles Humane Society to change the adoption fee from \$60.00 to \$80.00.

**WHEREAS,** the St. Charles parish Humane Society has requested that the adoption fee for animals adopted from the St. Charles Parish Animal Shelter be increased from \$60.00 to \$80.00; and,

**WHEREAS,** the Humane Society will provide a heart worm/leukemia test, vaccination of diseases, rabies shot, spay/neutering and removing of parasites (fleas and worms) with the additional funds; and,

**WHEREAS,** it is the desire of the Parish Council to approve this change to the agreement.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

**SECTION I.** That Ordinance No. 02-3-5 is hereby amended to read as follows:

1) To collect a fee of \$80.00 for each animal adopted.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

**YEAS:** SCHEXNAYDRE, AUTHEMENT, RAYMOND, TASTET, BENEDETTO, HOGAN, LAMBERT, NUSS

**NAYS:** NONE

**ABSENT:** COCHRAN

And the ordinance was declared adopted this 21st day of September, 2009, to become effective five (5) days after publication in the Official Journal.

Amend 02-3-5 Animal Adoption Fee

CHAIRMAN: [Signature]  
SECRETARY: [Signature]  
DLVD/PARISH PRESIDENT: September 22, 2009  
APPROVED: [Signature] DISAPPROVED: \_\_\_\_\_  
PARISH PRESIDENT: [Signature]  
RETD/SECRETARY: September 22, 2009  
AT: 3:32 pm RECD BY: [Signature]

AMENDED  
02-3-5  
REFERENCE  
94-1-18



AMENDMENT NO. 5  
to  
AGREEMENT BY AND BETWEEN

ST. CHARLES PARISH  
AND  
ST. CHARLES HUMANE SOCIETY

BE IT KNOWN that on this 5<sup>th</sup> day of October, 2009, ST. CHARLES PARISH, P. O. Box 302, Hahnville, LA 70057, and ST. CHARLES HUMANE SOCIETY, P. O. Box 240, Destrehan, LA 70047, hereby agree that their Agreement, Ordinance No. 02-3-5, dated March 25, 2002, is hereby amended to read as follows:

- 1) To collect a fee of \$80.00 for each animal adopted.

Said amendment shall be effective October 1, 2009. All other provisions of the Agreement shall remain as first written, or previously amended.

ST. CHARLES PARISH

By: \_\_\_\_\_

V.J. St. Pierre, Jr.  
Parish President

ST. CHARLES HUMANE SOCIETY

By: \_\_\_\_\_

Jennifer King  
President



## Monthly St Charles Parish Animal Control report for Parish President January 2017

### ANIMAL NUMBER BREAKDOWN

### Monthly Report – Animal Control

January 2017

- Number of calls – 151
- Number of animal Collected – 118 ( 81 dogs, 37 cats)
- Number of animals left in Shelter – 116 (48 dogs, 48 cats)
- Numbers of animals redeemed – 19 (16 dogs, 3 cats)
- Number of animals euthanized – 22 (11 dogs, 11 cats)
- Number of animals died at shelter – 0
- Number of bite cases – 2
- Number of adoptions – 42 (17 dogs, 25 cats)
- Number of animals sent to rescue – 0

SURGERY-145

**Free surgery for feral/wild cats with caretakers: 45**

**DOCUMENTS ACCOMPLISHED**

**Updated seizure forms to reflect laws we utilize from state**

**ACO standards of care revised**

**CUSTOMER SERVICE**

**Facilitating weekly Luling Living nursing home visits every Wednesday 1:30pm.**

**Rescue runs started on 3 Sundays per month instead of just Thursdays 6 am**

**Rye canteen held fundraiser for medical care of animals and donated \$460 to SCHS for things like heartworm treatment.**

**Held first birthday Pawty as fundraiser for dog park**

**GOALS**

- **Finalized dangerous dog ordinance and waiting for legal to put in format.**

**Thank you,**

**Jena Troxler**