

City of Newberg
ANIMAL SHELTER SUBCOMMITTEE MINUTES
JUNE 13, 2007 (Wednesday)
12:00 P.M.
CITY HALL 2ND FLOOR CONFERENCE ROOM

I. CALL MEETING TO ORDER

Chairperson Palmer called the meeting to order.

II. ROLL CALL

COUNCIL:

Councilor Jeff Palmer, Chairperson
Councilor Mike Boyes, Member
Councilor Bart Rierson, Member
Mayor Bob Andrews (ex-officio)

STAFF:

Terrence D. Mahr, City Attorney
Norma Alley, Deputy City Recorder
Mary Newell, Support Svs/911
Brian Casey, Police Chief

OTHERS:

Darlyn Adams, Rozann Dey, Bob Holveck

III. REVIEW & APPROVE MINUTES FOR THE MAY 16, 2007, MEETING

Minutes were approved by consensus of the Subcommittee.

IV. DISCUSS PUBLIC ACCESS TO MINUTES

It was noted that minutes would be available by contacting Norma Alley at 503.537.1283.

V. DISCUSS OPERATION OF ANIMAL SHELTER

• **Police Chief Casey's perspective**

Chief Casey said that the plans set out already by the Newberg Animal Shelter Friends (NASF) are good. He said it would be difficult to maintain funds on a yearly basis to keep the shelter running just on fundraising, so it makes more financial sense to have the shelter overseen by the City, but make sure everyone is involved to keep it running. There is no reason we can't all work together to make this work.

Councilor Rierson said that seemed appropriate due to resources for the City to run it, but we have a high need for volunteers. It is integral to have the help of the NASF.

Terry asked if Brian saw it being set up similar to the Library Board, which goes over the policies.

Chief Casey answered he could envision that.

Darlyn Adams mentioned that NASF would not continue to fundraise as much as they do now. She asked if NASF builds the shelter and then turns it over to the City, would the City lease it back to the NASF for \$1 a year.

Chief Casey said he would not know how that would work, but sees the shelter under the umbrella of the City.

Mayor Andrews asked how would the responsibilities of personnel be worked out.

Chief Casey replied there are things only the animal control officer can do and we will see what NASF can do and then go from there.

Councilor Boyes asked how much is the current animal control budget.

Chief Casey said he does not know the exact answer because he does not have the budget in front of him, but guesses it is around \$100,000.

Chair Palmer asked how many service calls came in for animal control.

Mary said last week there was over a hundred, but I do not know an average. I can get more concrete numbers for you.

VI. UPDATE ON CITY/COUNTY PARTNERSHIP TASK FORCE

• Councilor Mike Boyes give update

Councilor Boyes said he spoke with Commissioner George and she mentioned that the County is self supporting with fees. She mentioned that Ken Summers is one the one in charge of overseeing the county shelter. He asked if the City collects any sort of fees.

Chief Casey answered the City collects around \$40,000 for licensing fees within the City limits.

Councilor Boyes said they might pursue giving the shelter services to Newberg.

Terry said he thought the County wanted to contract with many cities and get rid of theirs.

Discussion ensued on how the revenue from the county shelter might be shared with Newberg and the State requirement for County dog control.

Mayor Andrews asked if Newberg collects Dundee's licensing fees.

Chief Casey answered he is currently in discussion with the Dundee Manager about that.

Discussion ensued on increasing the vets incentive for collecting the licensing fees from \$1 to \$2 and looking into doing a campaign to have dogs licensed.

Terry suggested having local vets at the next meeting to get their ideas on this matter.

VII. UPDATE ON ANIMAL SHELTER TOURS

Terry handed out a list of questions for the task force to ask. Discussion ensued on the current list of questions and additions.

Chair Palmer mentioned he wanted the tours to be completed and a report of the findings at the next meeting. It was decided to visit Clatsop County, Wasco County and Hood River.

VIII. OTHER BUSINESS

Terry handed out a memo from the City's Economic Development Coordinator David Beam. Discussion ensued on what information David was requesting and who was going to provide David with the information.

Darlyn Adams handed out a letter she wrote to James Bennett.

Chair Palmer said the Subcommittee would wait to hear Jim's response to the letter.

IX. SCHEDULING OF NEXT MEETING

Next meeting is July 13, 2007, at 12:00 p.m.

X. ADJOURNMENT

Meeting adjourned at 1:32 p.m.

Darlyn Adams said she has already sat down with Bob Holveck, Commissioner George and Ken Summers, but nothing went forward. They are in support of the shelter, but do not have the resources to allocate money.

The task force was created with the members comprised of Councilor Mike Boyes, Darlyn Adams, Sharon Smith, and suggesting to Jim to appoint Darleen Harding as the staff representative.

VI. ENGINEER'S CONSTRUCTION COST

- Based on NASF's proposed design (if applicable or when available)

Terry handed out an engineer's estimate from City Staff (see official record).

Discussion ensued about possible funding sources from the City, placing a general obligation bond on the ballot, and grants.

VII. SCHEDULING AND ORGANIZING TOURS OF ANIMAL SHELTERS

Chair Palmer mentioned he would like to get a group together to go tour some animal shelters and get information about their operations, design, structure, funding, and other government agency involvement.

Darleen Harding suggested touring Clatsop County and Wasco County shelters.

A sign up list was passed around for the members present who were interested to be included in the tours.

VIII. OTHER BUSINESS

Darlyn Adams reviewed an organizational chart she put together.

Discussion was held on staffing the animal shelter. Suggestions were presented to talk with the County and City of McMinnville to see what type of involvement they could have and using a group from the jail to do some clean up or other tasks.

IX. SCHEDULING OF NEXT MEETING

Next meeting was scheduled for June 13, 2007, at Noon in the City Hall.

X. ADJOURNMENT

Meeting adjourned at 1:38 p.m.

City of Newberg
ANIMAL SHELTER SUBCOMMITTEE MINUTES
MAY 16, 2007 (Wednesday)
12:00 P.M. – CITY HALL 2ND FLOOR CONFERENCE ROOM

I. CALL MEETING TO ORDER

Chairperson Palmer called the meeting to order.

II. ROLL CALL

COUNCIL:

Councilor Jeff Palmer, Chairperson
Councilor Mike Boyes, Member
Councilor Bart Rierson, Member
Mayor Bob Andrews (ex-officio)

STAFF:

Terrence D. Mahr, City Attorney
Norma Alley, Deputy City Recorder
Mary Newell, Support Svs/911
Darleen Harding, Animal Control

OTHERS:

Darlyn Adams, Jan Floren, Sharon Smith, Rozann Dey

III. REVIEW & APPROVE MINUTES FOR THE APRIL 5, 2007, MEETING

Minutes were approved by consensus of the Subcommittee.

IV. DISCUSS TIME TABLE & NECESSARY DECISIONS

Chair Palmer reviewed a time table put together as a guideline for the subcommittee to use to accomplish certain tasks (see record for table).

Discussion was held on locations of the animal shelter.

Terry Mahr asked about the timing and process for grants.

Darlyn Adams said Robin Luttrell has been working on getting grants, but it has been difficult without the date to start build.

Terry said he can talk with Jim about having David Beam work with Robin to see what grants possibilities are out there.

Consensus of the subcommittee was met to pursue discussion with Jim to see what staff time can be allocated to working on collecting grants.

V. PROPOSE CITY EMPLOYEE/CITIZEN TASK FORCE

- Explore possible types of City-County partnerships

Chair Palmer suggesting having a task force comprised of two citizen volunteers, one subcommittee member, and one staff member. This task force would go the County and pursue avenues of partnership.