

*City of Newberg*  
**ANIMAL SHELTER SUBCOMMITTEE MINUTES**  
**AUGUST 30, 2007**  
**8:00 P.M.**  
**PUBLIC SAFETY BUILDING – TRAINING ROOM**

**I. CALL MEETING TO ORDER**

Chair Palmer called the meeting to order.

**II. ROLL CALL**

COUNCIL:

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

STAFF:

Norma Alley, City Recorder  
Mary Newell, Support Svs/911  
Darleen Harding, Animal Control Officer

MEMBERS ABSENT:

Councilor Mike Boyes  
Terrence Mahr, City Attorney

OTHERS PRESENT:

Darlyn Adams, Bob Holveck, Jan Floren, Sheri Spry, Barbara Lipinski, Rick Lipinski, Barbara Brooks, Rozeann Dey, Randy Luttrell, Lauren Luttrell, Robin Luttrell, Mike Soderquist

**III. REVIEW & APPROVE MINUTES FOR THE JULY 13, 2007, MEETING**

Minutes were approved by consensus of the Subcommittee.

**IV. DISCUSS CITY/COUNTY PARTNERSHIP TASK FORCE**

Discussion was postponed to the next meeting.

**V. UPDATE ON ANIMAL SHELTER TOURS**

The first tour is set up for Wednesday, September 5<sup>th</sup> to tour WASCO and Hood River's shelters. The second tour is on Saturday, September 8<sup>th</sup> to tour Yamhill and Marion County's animal shelters.

Mary Newell stated she might still have the slide presentation from the tours at Clatsop County and would be willing to share it with the Subcommittee.

**VI. OTHER BUSINESS**

Chair Palmer addressed the questions Darlyn Adams and the Newberg Animal Shelter Friends presented to the Subcommittee in a letter dated July 14, 2007 (see record for letter).

**VII. SCHEDULING OF NEXT MEETING**

To be determined at a later date.

**VIII. ADJOURNMENT**

Meeting adjourned at 9:05 p.m.

Councilor Boyes said discussions ensued during the meeting of the City contracting with the County to have Newberg take over shelter needs, which brought up two questions of jurisdiction, who is going to run the show, and funding, where is the money going to come from to build the shelter.

Chief Casey suggesting focusing on securing the funding to build a shelter and deal with the logistics of running the shelter after we have the funding. He asked if the County was willing to contribute any funding.

Bob Holveck said the County is interested in pursuing this further.

Councilor Rierson said transferring jurisdiction would be up to the County Commissioners.

Chair Palmer said his concern is to make sure the Newberg citizens are being served.

Chief Casey suggested branching out fundraising to McMinnville if the County wants to get involved.

## **VII. UPDATE ON ANIMAL SHELTER TOURS**

Chair Palmer said he will be sending out correspondence to set-up a date and time to tour Hood River, WASCO (The Dalles), Yamhill County and Clatsop County.

## **VIII. OTHER BUSINESS**

Darlyn Adams handed out a list of questions the Newberg Animal Shelter Board had.

Chair Palmer said due to time the questions will be reviewed and answered at a later date.

## **IX. SCHEDULING OF NEXT MEETING**

The Next meeting is scheduled for August 30, 2007, at 8:00 p.m. in the Public Safety Building.

## **X. ADJOURNMENT**

Meeting adjourned at 1:13 p.m.

Chief Casey stated the City of Dundee has approved a contract amendment with the City of Newberg for Dundee to start collecting the dog licenses rather than the fees going to the County. The amended contract will go before the Council on August 6<sup>th</sup>.

Chair Palmer pointed out that around \$30,000 is supplemented in the animal control budget. He asked for another report with the revenue broken out in more detail. He asked how much labor is involved for lost and found of County animals.

Darleen Harding answered most of the labor is transfers and a few phone calls.

Mary Newell pointed out that the County also reciprocates this service for the City.

Chair Palmer asked how many dogs are tagged and licensed.

Darleen Harding replied there are few tags, but once they are in the shelter they get licensed.

Councilor Rierson asked how many have the microchip.

Darleen Harding said she does not track that.

Darlyn Adams asked what is the percentage of lost animals that go back to their home.

Darleen Harding said it was around 97%.

Chair Palmer asked if there was a market to do a public awareness campaign.

Darleen Harding said it is probably needed with so many new people in town.

Norma Alley asked if new residences received a welcome packet that the City could include license information in.

Bob Holveck said Sue Smith is in charge of the welcome wagon for the City of Newberg.

Chair Palmer suggested getting something in the water bills as well.

## **VI. DISCUSS CITY/COUNTY PARTNERSHIP TASK FORCE**

Councilor Boyes discussed his meeting with Bob Holveck, Darlyn Adams, Commissioner George, and Captain Summers mentioning they were shown blueprints of the County shelter. The County brings in \$188,000 from licenses and has a budget of \$323,000.

Mayor Andrews asked what the other source of income was for the County.

Councilor Boyes answered it is from adoptions, fines, and costs of services. The County has two and a half paid staff and no volunteers with their average license at \$27-35.

Darlyn Adams mentioned the County does have the inmates do some work around the shelter.

*City of Newberg*  
**ANIMAL SHELTER SUBCOMMITTEE MINUTES**  
**JULY 13, 2007 (Wednesday)**  
**12:00 P.M.**  
**CITY HALL 2<sup>ND</sup> 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  
Darleen Harding, Animal Control Officer

OTHERS:

Darlyn Adams, Bob Holveck

**III. REVIEW & APPROVE MINUTES FOR THE JUNE 13, 2007, MEETING**

Minutes were approved by consensus of the Subcommittee.

**IV. DISCUSS NAMING OF ANIMAL SHELTER PROPOSED BY NASF**

Chair Palmer asked for input from the Subcommittee.

Councilor Rierson said he would like to see the amount increased.

Chair Palmer agreed that the amount should be increased to a minimum of \$250,000, and if there is not a donation of that amount, then it can be reduced. The legal ramifications behind naming a public building will need to be looked into.

Bob Holveck suggested looking at not only a dollar amount, but look at the number of hours someone has put into it.

Mayor Andrews suggested looking into corporate interest.

**V. DISCUSS COLLECTION OF LICENSING FEES**

Mary Newell handed out a spreadsheet showing what the revenue and expenditures have been for the animal control budget and what revenue the County and City has received from licenses. She handed out the Yamhill County Dog Control Ordinance, which set the fee the vets get for collecting dog licenses.