

City of Newberg
ANIMAL SHELTER SUBCOMMITTEE MINUTES
NOVEMBER 8, 2007
6:00 P.M.
CITY HALL – 2ND FLOOR CONFERENCE ROOM

I. CALL MEETING TO ORDER

Chair 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, City Recorder
Jeff Kosmicki, Police Lieutenant

OTHERS:

Darlyn Adams, Rozeann Dey, Bob Holveck, Jan Floren, Barbara Lipinski, Rick Lipinski,
Sharon Smith, Mike Soderquist

III. REVIEW OF EDITED SHELTER COMPARISONS

Chair Palmer handed out the updated shelter comparison and reviewed the form.

IV. DISCUSSION OF COSTS FOR INTERIM IMPROVEMENTS OF CURRENT SHELTER

Chair Palmer asked Lt. Kosmicki for an update on the estimates to improve the current shelter.

Lt. Kosmicki said he will continue to look into that and asked for specifics.

Chair Palmer answered safety improvements like partitions and storage area for food and supplies that is water tight.

Rick Lipinski suggested getting the high school to build a storage unit.

Bob Holveck suggested going through the Future Farmers of America (FFA) program and get the farm packs from Parr Lumber. He volunteered to make the contact.

Rick Lipinski suggested laying concrete flooring in order to keep it clean and the rodents out.

Bob Holveck suggested asking Kiwanis to help with labor and finances.

Chair Palmer stated it needs to be clarified how big of a unit we want, 100 square feet.

Sharon Smith suggested looking into purchasing a 10x20 truck bed.

Chair Palmer stated the truck bed has the advantage of being portable.

Lt. Kosmicki said Chehalem Park and Recreation District (CPRD) may let you put it on the other side of the fence.

Chair Palmer stated he will be meeting with Don Clemens from CPRD and will ask him what he is willing to do.

V. DISCUSSION ON ENGINEERING ESTIMATES FOR SHELTER LOCATIONS

Chair Palmer clarified this is site preparation estimates from Public Works Director Dan Danicic and Senior Engineer Larry Fain and reviewed the estimate.

Mayor Andrews asked is he comparing the access off Wynyoski and the Baker Rock property.

Chair Palmer answered he mentions Wynyoski and Blaine.

Mayor Andrews said there is going to be improvement costs that are not stated.

Chair Palmer said he had a preliminary discussion of swapping land with Don Clements at CPRD. Don Clements said if CPRD and the City shared a parking lot and the City provided permanent outdoor restroom facilities then they would be amenable to looking into that, but it would have to go to the board for approval.

Darlyn Adams asked for an update on the Baker Rock property.

Chair Palmer said staff is in discussion with them and we do not know how far they have gotten with it.

Councilor Rierson said we are looking at other possibilities as well. We are constantly looking for ways to make this happen.

VI. PLAN REVIEW OF NASF PROPOSED SHELTER

Chair Palmer noted the plans he received were too detailed and asked for any others they may have.

Councilor Boyes expressed his concern that the designated 44 parking spots seemed like a lot of parking spaces.

Councilor Rierson said we went to Marion County visit and their parking spot were empty, but they said you need to have that many at peak times.

Chair Palmer said we could have so many paved parking lots and then have some gravel for overflow. These are things we need to look into because I am not familiar with the City ordinances and I am sure we can make this work. We are looking at many different possibilities and are trying to find lower cost solutions that still provides a good facility.

Darlyn Adams asked if we stay at Blaine would we have to pay for street improvements.

Councilor Rierson answered yes.

Darlyn Adams expressed her concern for changing the NASF shelter plans. The current shelter has seven and it is not adequate. To do the shelter with less than 16 kennels will not be accomplishing anything because we are trying to improve the service.

Chair Palmer said looking at Hood River, they have a new facility that is about 16 kennels and build at \$300,000. Maybe we can pursue how they cut costs and built it for that price. We will need to explore the parking questions with the planning department.

VII. UPDATE ON LAND ACQUISITION

Chair Palmer said this is in relation to the discussions with CPRD and Baker Rock, so it will come back as those discussions are commenced.

VIII. OTHER BUSINESS

Chair Palmer asked Lt. Kosmicki what happens to the animals at large on the weekends.

Lt. Kosmicki said if the call comes in to pick up a dog; the call gets put into the system and kept on record. If someone calls letting them know they lost the dog they are welcome to come in and see if their dog is there. Most is waiting until Monday for priority.

Councilor Rierson asked do we have a scanner.

Kosmicki said we have one and usually it waits until Monday until Darleen can deal with the paperwork and money. We are not set up to take care of this until Monday.

Bob Holveck asked are you serious about getting another scanner to have the officers scan over the weekend.

Lt. Kosmicki said it would still wait until Monday because we do not have the personnel time to devote to this on weekends.

Chair Palmer asked Lt. Kosmicki to put together a volunteer schedule of how many volunteers are needed, working hours, and coverage.

Sharon Smith asked what has been done with the additional work load with the inclusion of Dundee.

Lt. Kosmicki said Darleen is not necessarily picking up more animals, it is just more calls. She is doing a wonderful job with what she has to work with.

Darlyn Adams asked what is being done about pursuing a partnership with the County.

Chair Palmer answered outside our visit a month and half ago we have not had any more discussions, but we are still looking into it.

Councilor Rierson stated we are asking to see if they will support us with inmate labor with the particulars still needing to be worked out.

Bob Holveck said I have heard the County can not help with the construction costs, but maybe they will be able to swap land.

Councilor Rierson offered to continue discussions with the County.

Chair Palmer summarized the follow-up for the next meeting:

- Lt. Kosmicki working on volunteer schedule, what duties they would do & costs of current shelter improvements.
- Sharon Smith get container costs.
- Councilor Rierson set up meeting with County Sheriff's Department and Commissioners.
- Chair Palmer get clarification on engineering estimate.
- Chair Palmer contact Hood River about building costs.
- Chair Palmer discuss parking requirements with Planning.
- Chair Palmer continue discussions with CPRD.
- Darlyn Adams get less detailed NASF Shelter plans.

IX. SCHEDULING OF NEXT MEETING

Next meeting is November 26th at 6:00 p.m.

X. ADJOURNMENT

The meeting adjourned at 7:29 p.m.

Darlyn Adams said she would get them to him.

VI. OTHER BUSINESS

Darleen Harding stated she is still gathering requested information and will report back at a later date.

Lt. Kosmicki inquired about further research being done on Chehalem Park and Recreation District (CPRD) sharing some property and extending the boundary at the existing facility.

Chair Palmer stated that has not been looked into extensively, but can be looked into further.

Darlyn Adams asked if there were any other sites being considered.

Chair Palmer answered there is the site that has the sign up, but public works feels it interferes with plans of the compost facility there. We are looking at possibly relocating the Public Works Maintenance Facility to Wynooski and Sandoz and also a possible site for the shelter. It makes sense to pursue a concession from CPRD.

Mayor Andrews asked would you want to retain existing facility or raise and new facility at the existing site.

Darleen Harding said it is small and it would have to be torn practically down to nothing. Roof is leaking and not good anymore.

Darlyn Adams stated the one we have now is inadequate.

Chair Palmer said we need to look at the doing something, at least partially, with our current shelter in the next six months.

Mayor Andrews suggested getting engineering costs for the existing sites compared to other site.

Chair Palmer stated he would look into some follow-up of getting engineering estimates, contacting CPRD about the land at the existing site, and follow-up with our Public Works Director on an update for the plans on the property at Wynooski and Sandoz.

VII. SCHEDULING OF NEXT MEETING

The next meeting is scheduled for November 8 at 6:00 p.m. in the City Hall.

VIII. ADJOURNMENT

Meeting adjourned at 7:47 p.m.

City of Newberg
ANIMAL SHELTER SUBCOMMITTEE MINUTES
OCTOBER 23, 2007
6:00 P.M.
CITY HALL – 2ND FLOOR CONFERENCE ROOM

I. CALL MEETING TO ORDER

Chair Palmer called the meeting to order.

II. ROLL CALL

PRESENT COUNCIL:

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

STAFF:

Norma Alley, City Recorder
Jeff Kosmicki, Police Lieutenant
Darleen Harding, Animal Control Officer

ABSENT STAFF:

Terrence Mahr, City Attorney

OTHERS PRESENT: Darlyn Adams, Rozeann Dey, Rick Lipinski

III. REVIEW & APPROVE MINUTES FOR THE OCTOBER 4, 2007, MEETING

Minutes were approved by consensus.

IV. PRESENTATION ON ANIMAL SHELTER TOURS TAKEN

A. Photos of Hood River, Wasco, Marion County, Yamhill County, and Newberg shelters.

Chair Palmer presented a slide show presentation (see official record).

B. Side-by-side comparison of funding and operations of these four shelters and Newberg's Animal Control and shelter.

Discussion was held on a spreadsheet that was handed out by Chair Palmer (see official record).

V. DISCUSSION ON NASF PROPOSED BUILDING

Councilor Rierson suggested the option of the public work shop and the animal shelter sharing the parking lot and lunch room and utilizing a work release program.

Chair Palmer asked Darlyn Adams for the blueprints for the proposed shelter Newberg Animal Shelter Friends put together.