

City of Newberg
**JOINT MEETING WITH
CITY COUNCIL ANIMAL SHELTER SUBCOMMITTEE AND
NEWBERG ANIMAL SHELTER FRIENDS BOARD
MINUTES
FEBRUARY 28, 2008
6:45 P.M.
PUBLIC SAFETY BUILDING – 401 E. THIRD ST.**

I. CALL MEETING TO ORDER

Chair Palmer called the meeting to order

II. ROLL CALL

COUNCIL:

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

STAFF:

Terrence D. Mahr, City Attorney
Jeff Kosmicki, Police Lieutenant
Norma Alley, City Recorder

NASF BOARD:

Darlyn Adams, Rozeann Dey, Jan Floren, Kara Ddvin, Sheri Spry, Bob Holveck, Randy Luttrell

III. JOINT DISCUSSION ON SHELTER UPDATE

Councilor Palmer congratulated the board in reaching the \$300,000 bench mark in fundraising. He summarized the progress of the Animal Shelter Subcommittee (see official record for report). Discussions have occurred about the proposed site on Wynooski and how that is a much needed space for the WWTP and compost facility expansion. On May 14th the subcommittee received a construction proposal for the facility of \$1.1 million. If NASF builds a shelter by using the 501(c)(3) then money can be saved by not having to pay the prevailing wages. Going forward from here we are looking at location, funding, inflation costs, and how to get the construction started. We have a grant writer Mary Helen Smith and the MWVCOG has submitted a number of recommendations for grants we can pursue. The project may be closer than you think once we get consensus.

Terry Mahr said there are two issues we face in the NASF standing alone. There is an understanding that foundations are willing to give grants to private charitable organizations, but are not willing to give them to government organizations. In order to get those, you would have to have a stand alone organization. What does that mean in support? We would have to have some independent financial structure with NASF's own set of books, accounting, and the Board independent of the City. I do not know exactly all that you would need. We do not have to do it today or tomorrow, but we will need to do it before we submit an application. If we build this as a government project we are going to have to pay the prevailing wages and increase the costs by 5-25 percent.

Kara Davin asked is there an actual list of things that make the distinction for the Board to stand alone.

Chair Palmer said there is no clear definition. I would like to set a goal to find another \$100-150,000 this year. Hood River built theirs for \$300,000 as a charity and was funded by proceeds from an estate.

Darlyn Adams asked how much time will we have to become our own charity.

Terry Mahr said it would probably be when you submit a grant application.

Chair Palmer said being separate could be in our favor showing there is wide public support and we are working together. He said the other issue is location. The City does not have any large parcels that can be donated. I have had discussion with CPRD about partnering with them. CPRD is considering donating some land to build a new shelter if we would provide them with two restrooms for the skate park. We would move the shelter a little south on the property and build a larger shelter. The advantage to having this shelter here is it is near the skate park, which will get more family exposure than on Wynooski.

Bob Holveck asked if there are issues with zoning.

Chair Palmer said he is not aware of anything since the land is currently owned by CPRD and zoned for that. He said he is going to look with Don Clements to see the details of the property and issues.

Kara Davin said this looks like a real logical step and asked does the Board have to back the decision.

Chair Palmer said I would like the Boards encouragement to continue this process and gather the details.

Rozeann Dey asked has an architectural plan been looked at.

Chair Palmer said a site report will have to be done and would have to be done for any new facility.

Kara Davin said this is something that we should take to heart.

Jan Floren noted the on-site caregiver would offer some security at night.

Chair Palmer said yes there is someone who could keep an eye on things.

Chair Palmer said I would ask the Board to look at the plans and see if there are things on the plans that can be adjusted like the masonry to wood. Would you mind having an engineer review the plans and make recommendations on saving money.

Darlyn Adams said I would not be opposed to have an estimate and see what it would look like.

The City Council Animal Shelter Subcommittee thanks the Board for their time and agreed to come back to give another update.

IV. ADJOURNMENT

Meeting adjourned at 7:40 p.m.

Councilor Rierson suggested looking into purchasing the container.

Chair Palmer asked for the subcommittee consensus to make a recommendation to Council to purchase this.

Consensus was met by the subcommittee to make a recommendation to Council to look into getting a container.

VII. UPDATE ON CITY/COUNTY DISCUSSIONS & SHELTER OPERATION STATISTICS

Chair Palmer reviewed statistics for the current animal shelter he handed out. I met with Captain Summers and Commissioner Stern to compare notes. I expressed concern with them of the kill rate at the County and the service and treatment of the animals if the City would join with the County. The County has no funding to build a new shelter and is interested in pursuing a relationship with us. I expressed we are happy with how things are and anxious to get things started.

VIII. OTHER BUSINESS

Sharon Smith asked for an update on the site for the shelter.

Chair Palmer said the original site near the WWTP has become less suitable. There is discussion to find other land that is suitable, but that has not been found yet. We are currently having discussions with CPRD to see what other possibilities we have. I met with Don Clements and we are talking about two locations on Blaine Street. Some of the benefits would be sharing the parking lot and someone who is a 24 hour caretaker of the bmx/skatepark that would also look after the shelter. We are still examining these and Mr. Clemens will be contacting me in the next couple weeks. We know that we promised the NASF the proceeds from the sale of the current shelter land and the City is still obligated to donate a like amount if they are planning on keeping it.

Mike Malone said if a facility is constructed near the current location you will have sewer and water connection already in the vicinity of the current Blaine Street site. The further away from the current site we are going to run out of grade for sewer.

IX. SCHEDULING OF NEXT MEETING

Next meeting is a joint meeting with the Newberg Animal Shelter Friends Board at the Public Safety Building on Thursday, February 28th at 6:45 p.m.

IX. ADJOURNMENT

Meeting adjourned at 8:12 p.m.

Chair Palmer stated there are sizable grants and to get things taken care of now. It might be good public relations for the board to show we are more than just building a new shelter; we are about the animals.

VI. DELIBERATION ON NEW PARTITIONS FOR CURRENT SHELTER

Mike Malone, assistant maintenance superintendent, said he put together a schedule to redo the dividers in the current shelter. He suggested demolishing the current walls and pouring new cement walls. Instead of the four thousand plus for material it would be a six inch thick, four feet tall. With the horse wire for the top it would be around \$1,279 for material. Staff can do it in five days with three guys as long as they do not get called out for something else. The amount for material and installation is \$7,884.98 just for the divider stalls.

Chair Palmer said the prefab partitions would be transportable and the concrete would not be. Rick Lapinski met with me and said the board might pay for this improvement as a contribution to the existing shelter.

Darlyn Adams asked are you saying we pay \$4,000 and then the City pay \$4,000.

Chair Palmer said I would like for the board to consider that.

Jeff Kosmicki pointed out of that amount most of it is labor with the material only costing \$1,300.

Councilor Rierson asked is there a possibility to use volunteers.

Mike Malone said with the confines space and the project it may not be best to use volunteers.

Chair Palmer asked are the partitions not suitable or is it just cheaper.

Mike Malone said we can do it cheaper and those likely will not last longer than four years. I understand wanting to move these to a new facility, but then you are going to have the same issues of fit and durability.

Bob Holveck suggested using stainless steel at around \$1,000 dollars per unit.

Councilor Rierson said I would like to get the information on the stainless steel.

Chair Palmer said we will get more information. He asked Sharon Smith to report her findings on containers.

Sharon Smith said today's price on containers was \$1,400 for six months and then \$240 to deliver for the size of 8ftx20ftx6ft. The guy said if he could put an advertisement on it he would bring it out for free.

Councilor Boyes asked would this fit on the property.

Chair Palmer answered yes.

Sharon Smith said he wants the banner visible and enough room to be able to place it on its location.

Mayor Andrews said Parr Lumber will donate the material if we build it ourselves.

Terry Mahr said Council would have to approve the banner and price.

available for upgrades and improvements rather than construction. We certainly value grants and formulating a way to present this to potential donors.

Chair Palmer said another thing we discussed that grants are more readily available to non-profits compared to cities. I have asked our city attorney to talk about the difference between the two and a way for us to not use prevailing wage for the construction of the shelter.

Terry Mahr said in order to get these grants; we need to fully activate the non-profit with the separation of the foundation and the subcommittee. The board needs to ratify itself and go fully on their own.

Darlyn Adams asked do we have to pay the insurance ourselves then.

Terry Mahr said yes because the City's insurance can not insure non-profits.

Darlyn Adams asked then we should have our own account.

Terry Mahr said yes.

Darlyn Adams asked if the City would stop doing the accounting, taxes, and mailings.

Terry Mahr said that it may end, but if we want to address the grant writing you will have to separate. The non-profit can take out enough for operating costs and leave some funds with the City. The City can then give a letter stating we are holding those funds and will give it to you when you are ready to build.

Mary Helen Smith stated the City acting as the fiscal agent might pass on an application standpoint.

Chair Palmer asked is there any City liability giving these services to the non-profit and not giving this service to other non-profits and creating a precedent.

Terry Mahr answered the City does not have any liability and can do this on a case by case basis.

Jeff Kosmicki suggested the NASF create a budget and goals for a year and then take out only what is within that budget. He asked if it does not work can we go back to what we are doing now.

Terry Mahr said we can go back by making the non-profit dormant and have the committee conducting the activities.

Darlyn Adams said I will have to discuss this with the board and get their feedback. She asked how can we count on for getting the grants written.

Mary Helen Smith said I am volunteering to offer my time and abilities.

Jessica Whiting asked if they are termed non-profit, do you have an estimate for how much money we can apply for.

Mary Helen Smith answered I found 13 foundations, just in a couple hours of searching, with good opportunities. There are other grants out there for medical equipment, spay & neutering, and other misc. items. There is a lot of money out there for operation and equipment, but not construction. The non-profit will get you some ground with private industry.

City of Newberg
ANIMAL SHELTER SUBCOMMITTEE MINUTES
FEBRUARY 6, 2008
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 (arrived at 6:06)
Councilor Bart Rierson, Member
Mayor Bob Andrews (ex-officio)

STAFF:

Terrence D. Mahr, City Attorney
Jeff Kosmicki, Police Lieutenant
Norma Alley, City Recorder
Mike Malone, Asst. Super. PW Maint. Div.

Others Present: Darlyn Adams, Rozeann Dey, Sharon Smith, Jessica Whiting, Jan Floren, Mary Helen Smith, Bob Holveck

III. REVIEW AND APPROVAL OF DECEMBER 19, 2007, MINUTES

Minutes were approved by consensus of the committee.

IV. DISCUSSION ON DOG LICENSING INCENTIVES

Chair Palmer talked about the benefits of licensing your dog and encouraged staff to have something on the City's website promoting licensing and adoption. We should be getting more visibility to getting the animals homes.

Jeff Kosmicki suggested asking the vets to adopt the animals for the week the shelter is being improved.

V. UPDATE ON GRANT WRITING & FUND RAISING OPPORTUNITIES

Chair Palmer introduced Mary Helen Smith, Federal Grant Coordinator for Oregon Department of Forestry. Mary Helen Smith has volunteered to help with grant writing. She did a study on grant writing and feels we should approach the private business sector.

Mary Helen Smith said in my search and I came up with very little that that would entertain applications for construction, so I started thinking of alternatives like Pet Smart and Petco. She suggested contacting the larger companies in this area because they also have contributions to local communities.

Councilor Rierson said Grande Ronde might be a good one to approach.

Chair Palmer said we also have human societies we can talk with and Mid-Willamette Valley Council of Governments to see if there is something further we can look at. Mary Helen Smith did find there is funding