

City of Newberg
ANIMAL SHELTER SUBCOMMITTEE MINUTES
APRIL 9, 2008
6:00 P.M.
CITY HALL – 1st 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) (6:11)

STAFF:

Terrence D. Mahr, City Attorney
Jeff Kosmicki, Police Lieutenant (Absent)
Norma Alley, City Recorder
Larry Fain, Senior Engineer

OTHERS: Mary Helen Smith, Darlyn Adams, Rozeann Dey, Jan Floren, Bob Holveck, Joanne Wiitala

III. APPROVE MINUTES FOR MARCH 20, 2008.

Minutes were approved, as amended, by consensus of the subcommittee.

IV. DISCUSSION ON NEW SHELTER LOCATION, COST AND DESIGN

Chair Palmer stated he does not have any additional information for location. He asked if the subcommittee or staff has additional information on cost and design.

Larry Fain said he had not looked further into the costs, but estimates the cost to be \$100 a square foot.

Councilor Rierson said he is going to share the blue prints with ESI and see what kind of input they can give. The cost of the building for Climax is closer to \$2 million with more detail to the building than originally discussed.

Chair Palmer said he is still waiting to hear back from NASF on cost saving ideas.

Jan Floren said she went to PCC Rock Creek to see a kennel built for their Veterinary Department. The building entrance had high sheet rocked ceilings that echoed. The kennel area did not have a suspended ceiling, was not sheet rocked, was well insulated, and it did not echo. Ceiling fans are used for cooling instead of air conditioning. A used restaurant sink was purchased through Craigslist to keep costs down. All dog runs are inside and they do not face each other in order to keep the animals tension down. The kennel is a 40x60 frame with 12 dog kennels and a cat room. Another kennel visited, Tail Wag Inn, had three kennel sizes, shiny walls to aid cleaning, and the kennels were cement block with chain link fencing. The cement blocks are washed down and bleached on a regular basis.

Chair Palmer said it should be easy to construct the size kennels according to the number of breeds we bring in to better utilize the space.

Bob Holveck recommended using stainless steel instead of cement block.

Chair Palmer said I will follow up with Hood River to see what type of walls they used and how they are holding up.

V. DELIBERATION ON NEW PARTITIONS & STORAGE UNIT FOR CURRENT SHELTER

Chair Palmer stated the business referred by Sharon Smith has not returned phone calls. He has had a conversation with Aztec Containers for metal buildings about a 20 foot container for \$2,500. He asked the subcommittee how they would like to proceed with this temporary measure.

Consensus was met to make a recommendation to Council to purchase the container.

Chair Palmer asked the subcommittee what they would like to do about the partitions.

Councilor Boyes said if costs come in lower he would look at getting dividers rather than just getting by.

Councilor Rierson suggested looking at something that is inexpensive and would last a year or so. He recommended staff making a recommendation to the full Council.

Consensus was met to take this to Council as soon as practical.

VI. UPDATE ON GRANT WRITING & FUND RAISING OPPORTUNITIES

Mary Helen Smith handed out a list of grant opportunities (see official packet for handout). She said the State Farm is especially exciting with three primary programs with our shelter fitting into the education program. This is a first come first serve type of grant program. As I understand, we do have high school students referred to the shelter for community service projects and if we can get an endorsement from the high school it will help with our package.

Chair Palmer asked is there any more involvement than with Peer Court.

Terry Mahr said not that I am aware of, but we can create a program and use the municipal court to help with community service.

Chair Palmer said he would be willing to contact Paula Radich to create a program.

Darlyn Adams said there has been school involvement with fundraising.

Mary Helen said there seems to be a tie with the Senior Projects for an animal awareness.

Councilor Rierson said Mike McBride is a State Farm agent, former Councilor and is currently on the CPRD Board. This could be a great network.

Mayor Andrews said with the State farm what will we expect.

Mary Helen said I would guess \$5,000 out of their \$250,000 totals.

Norma Alley suggested pursuing the road improvements to help with improving the dirt road.

Rozeann Dey suggested looking into the Greg Bissell, Paul Newman, and Jeff Gordon grants.

Chair Palmer suggested looking into grants offered by Bi-Mart, Safeway and Wilco.

Mary Helen Smith said she keeps coming back to the corporations which will only fund non-profits. That memorandum of understanding is going to be critical. I have updated the memorandum of understanding that perhaps the City can agree to support, which will help with getting grants.

Terry Mahr said he would be willing to review the memorandum of understanding.

Bob Holveck pointed out that a lot of the grants are on a spay/neuter program and could help build the exam room to spay and neuter before the animals leave the facility.

Chair Palmer said having a spay/neuter program could be key in our presentation.

Mary Helen Smith said the room could be enhanced with supplies from the grant dollars as long as we build the room.

Darlyn Adams asked how does that affect the veterinarians in town.

Bob Holveck suggested inviting the vets into the discussion to figure that out, when the time comes.

Chair Palmer asked the subcommittee when they would like to bring the vets into the discussion.

Consensus was met reserve the room in construction and wait until construction is complete to work out details.

Chair Palmer asked the subcommittee if they wanted to proceed with the State Farm grant.

Consensus was met to move forward with the grant with the City as the applicant.

VII. OTHER BUSINESS

None stated.

VIII. SCHEDULING OF NEXT MEETING

Next meeting joint meeting with NASF is scheduled for Thursday, May 22, 2008, at 7:00 p.m.

Next Subcommittee meeting will be Wednesday, May 7, 2008, at 6:00 p.m.

IX. ADJOURNMENT

Meeting adjourned at 7:30 p.m.

www.riversidechristianschool.com to view a building he worked on with similar design. He suggested getting an RFP from pre-manufactured building suppliers to put up the walls, roof and utilities.

Chair Palmer asked is the estimated cost of \$950,000.00 with or without prevailing wages.

Larry Fain said without prevailing wages.

Councilor Rierson suggested getting bids.

Chair Palmer agreed.

Larry Fain suggested before going further to have the site reviewed for utility infrastructure, easements, and title to land and then by September or October get a bid and begin construction.

Chair Palmer asked how long to build the shell.

Larry Fain said a month for foundation and two weeks for the shell.

Rick Lipinski asked is the City building the shelter.

Chair Palmer said no decisions have been made and can not be made without going to the Council. The idea is that the shelter would be owned and operated by the City.

Darlyn Adams said in the past NASF was going to build the shelter, give it to the City, and then the City would lease it back to NASF. Is the NASF for sure getting the \$70,000.00.

Chair Palmer said it is the consensus of the subcommittee to keep that promise, but that would have to be approved by the entire Council. He asked the subcommittee if they would like to take any action at this time.

Councilor Rierson said the next step is to receive bids

Councilor Boyes suggested looking at the site and then complete construction Spring 2009.

Chair Palmer said if we go with City staff's recommendation I would like to see construction in earnest by June of this year.

VII. OTHER BUSINESS

None.

VIII. SCHEDULING OF NEXT MEETING

The next meeting is scheduled for Wednesday, April 9th at 6:00 p.m. in the City Hall.

IX. ADJOURNMENT

Meeting adjourned at 7:58 p.m.

Chair Palmer said nothing has been formalized yet, but CPRD has talked with the subcommittee about having a site next to the skate park.

Darlyn Adams asked if there had been further discussion about land near the airpark.

Chair Palmer said that lot is landlocked and there are not any utilities.

Terry Mahr said the City has heard the owner is looking to use all of the land available for his expansion.

Larry Fain said the road is very good, but it is not a City road. The right-of-way ends north of the existing animal shelter. I think the City could choose to leave that a gravel road initially.

Darlyn Adams asked would any improvements on water and sewer be required.

Larry Fain said we would have to put in a grinder pump. Another option, other than what was offered by Mike Malone (see official packet for recommendation), would be to get an easement and lay new pipe to the neighboring street.

Chair Palmer asked Larry Fain to discuss his review of the current NASF plans.

Larry Fain suggested considering a pre-engineered and pre-manufactured building. This can be a great facility at around 50% less the cost (see official record for recommendation). I took the floor plan, looked at the room size and functionality and then tried to lay it out similarly than the plans received. The first page is the admin area, the second is the kennel area, and the last page is a rough draft of what I thought the land layout would be at the skate park. This gives you the ability to expand down the road. One thing I noted about this particular design is to have separate drains for each kennel. I would recommend having a drench that goes by all the kennels to help save money. I would have to sit down with someone to develop a better plan and to get what is required. Another cost saver is heating with gas infrared heaters, which heats the objects not the air.

Darlyn Adams asked if this plan includes storage.

Larry Fain said it is accounted for in the area designated for expansion, but not in the building drawings (the first two pages). Without the prevailing wages it would be around \$950,000.00 to construct. If you can get people who are contractors to donate the time or get the materials at cost you can save even more money.

Chair Palmer asked for clarification on the cost for the slab, roof and poles.

Larry Fain said the slab with rough plumbing and electrically could run around \$200,000.00.

Councilor Rierson stated he would like to see this built with volunteer labor.

Darlyn Adams asked what the walls would be built with.

Larry Fain said metal studs and then finished with stucco and the trim at the bottom with a field stone or falls brick. One way to keep costs down is to put concrete on the bottom and go with metal from that up. The outer three exterior walls would be either metal or external kennels concrete masonry (straight face) unit or slump stone (a rough face). It will be simple, but a little degree of appeal. He recommended going to

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Mayor Bob Andrews (ex-officio)

STAFF:

Terrence D. Mahr, City Attorney
Jeff Kosmicki, Police Lieutenant
Norma Alley, City Recorder
Larry Fain, Senior Engineer

OTHERS: Darlyn Adams, Rozeann Dey, Jan Floren, Bob Holveck, Jean Nilles, Rick Lipinski

III. APPROVE MINUTES FOR FEBRUARY 6, 2008, AND FEBRUARY 28, 2008.

Minutes were approved by consensus of the subcommittee.

IV. UPDATE ON GRANT WRITING & FUND RAISING OPPORTUNITIES

Jan Floren met with Mary Helen Smith and gave her the papers from the Council of Governments that NASF had. I told her I would try and get some pictures of the current shelter inside and out.

Chair Palmer asked Jean Nilles if she knew of any fundraising opportunities.

Jean Nilles said the Cat Adoption Team is doing some things and there are others she has worked with. She offered help for fundraising.

Councilor Rierson handed a check to NASF from Climax for \$1,000.00.

V. DELIBERATION ON NEW PARTITIONS & STORAGE UNIT FOR CURRENT SHELTER

Chair Palmer postponed this item to the next meeting.

VI. UPDATE ON BLAINE STREET AND SANDOZ LOCATIONS

Chair Palmer stated he has received information from Dan Danicic and any opportunity to purchase the land on Sandoz Road would not be until July 2009.

Darlyn Adams asked about the availability of the land at the corner of Wyooski and Sandoz.

Councilor Rierson said that parcel is not part of the parcel we would acquire from Baker Rock and would have to be purchased separately.