

City of Rowlett
Regular Meeting
Animal Shelter Advisory Board
Thursday, January 13, 2011
City Hall Conference Room
4000 Main Street, Rowlett, Texas

Meeting Minutes

I. Call to order

Chairman, Katherine Rinz called to order the regular meeting of the Rowlett Animal Shelter Advisory Board at 7:15 pm on Thursday, January 13, 2011. The roll call was conducted via sign in sheet. The following members were present: Dr. Lori McKelroy, Katherine Rinz, Jeri Fontenot, Nancy Petty, Leigh Culver, Tim Pace, Chief Matt Walling, Lt. Marvin Gibbs, Joe Tilger, Council Member Donna Davis, Council Member Patrick Jackson and Jeff Ochsner.

II. Consider approving the minutes from the November 2, 2010 meeting.

The Minutes from the November 2, 2010 meeting were passed out and board members were given time to review them. The Chairman opened the floor comments or questions and none were made. Ms. Rinz called for a motion to accept the Minutes as written. The motion was made by Ms. Fontenot and seconded by Ms. Rinz. The motion was passed with none opposed.

III. Elect Officers for the Animal Shelter Advisory Board.

The Chairman opened the floor for nomination for the position of Chairman. Mr. Pace nominated Dr. McKelroy and Mr. Ochsner seconded. The nomination was closed. Ms. Rinz called for a vote. The motion was passed with none opposed and Dr. McKelroy accepted the nomination and was named Chairman. Dr. McKelroy opened the floor for nomination for the position of Vice-Chairman. Mr. Ochsner nominated Ms. Rinz and Ms. Fontenot seconded. The nomination was closed. The motion was passed with none opposed and Ms. Rinz accepted the nomination and was named Vice-Chairman.

IV. City Council's Charge to the Animal Shelter Advisory Board.

The Chairman opened the item for discussion and Chief Walling stated on the November 16, 2010 meeting of the City Council Work Session it was a consensus of the Council to charge the Animal Shelter Advisory Board with the following: review City ordinances to be fully in compliance with state law; determine best practices that are used at other animal shelters, investigate a no-kill shelter, and to report the findings of the three charges to the City Council. A handout was passed out. Chief Walling then stated the Animal Shelter Advisory Board should look at the charge from the Council from a policy perspective to validate the current policies and ordinances to offer recommendations on those to the City Council regarding updating, removal or proofed based on the Board's findings. Chief Walling recommends that the Board meet once a month until the charges from the City Council have been completed and the findings are reported to the Council so that staff may adequately investigate the existing ordinances, best practices and no-kill shelters in a timely manner. At the next meeting a plan will be established to accomplish the goals set forth by the Council. Ms. Rinz inquired how many ordinances there are regarding animals and was told there is an entire chapter devoted to them. A Judge, Prosecutor or an Attorney may be

brought in to the meetings to assist. Ms. Davis interjected that she and Mr. Jackson were present as Council liaisons and will attempt to attend as many meetings as possible. She stressed that the City wants an ordinance that is easily prosecuted once it gets to municipal court. She stated they frequently ask Boards to look at best practices. She also added that the interest in the no-kill shelter is do we have space and budget issues that keep that from happening. An inordinate amount of time should not be spent if we have those restrictions. She stressed that the Judge, Prosecutor and Attorney charge by the hour. Then it was mentioned that the ASPCA could be a good resource. Lt. Gibbs stated we have talked to the City Attorney and Prosecutor and they are willing to come in. The Board was told the ordinances are located on the City website. Dr. McElroy inquired if there is a time limit and was told to take all the time she wants as long as it is done right. Mr. Baxter stated six months is fair. Ms. Davis said to focus on the ordinances and best practices by looking at shelters similar to ours. Chief Walling referenced the study done on the shelter and stated it would be shared at a future meeting. Various plans were discussed and Vice-Chairman Rinz stated that e-mail could be used to communicate and Ms. Davis stated that an individual would answer an e-mail but the entire team could not meet to discuss and form a Quorum. Chief Walling suggested the next meeting be used to decide how to "tackle" the charges. Everyone has been charged to look at it between now and the next meeting and come up with things they want to address and from there a plan would be in place on what to address. Chief Walling asked what dates would be available to meet and the item was closed because it will be addressed in Item VIII. Chairman McKelroy closed the item from discussion and moved on to the next item.

V. Update and Discussion from Staff on Signage for the Animal Shelter .

The Chairman opened the item for discussion and Lt. Gibbs stated nothing was being done right now. Chief Walling stepped in and asked if it would be a problem to vote on Item VIII now so that the time could be set and staff would not have to circle back to it. The Chairman agreed and skipped to Item VIII. The Chairman reopened the item and Lt. Gibbs said he spoke with Robbin Webber and Chief Walling and trees have been cut back to further expose the signage in front of the shelter. He stated Robbin Webber was not receptive to putting a sign in front of the shelter because the shelter has a sign. However, there are signs at Martin and 66 and Rowlett and Melcer. Lt. Gibbs believes that the Board should wait until 190 and DART have completed construction to renew the conversation regarding the signs. He asked that signage be left as it is for now if everyone is in agreement. Lt. Gibbs stated that when shot clinics are held at the shelter there is always a crowd and it is frequently people from another city so the shelter is obviously capable of being found. Ms. Rinz disagrees that it is easy to find. She states the wall is too far back. Chief Walling suggested the city is too cluttered with signs. He recommends waiting on the directional signage. When it gets closer to budget time is the time to discuss signage. She wants a marquee sign. It was suggested that someone would reach out to the community to build a sign or even donating a sign similar to the City signs – like the monument sign in front of the library. Lt. Gibbs wants a marquee sign. Chief Walling suggests that a proposal be put together to donate a sign and submit it to the city. Once it is approved, then the sign could be built. Ms. Rinz wanted to know if the city could do the labor. She was told that we do not have brick layers. Summing up the conversation – it was agreed it would be put off. Chairman McKelroy closed the item from discussion and moved on to the next item.

VI. Update from Staff with Animal Shelters Quarterly Numbers.

The Chairman opened the item for discussion and stated her disappointment with pet registration. She made a goal in 2010 that every pet that had their rabies vaccination should be sent home with a registration card and registration is still down. Mr. Ochsner took the floor stating he passed out the numbers and stated that the rabies clinic in October increased 2009 numbers and actually then numbers went up because we did not have a clinic this year. Mr. Ochsner pointed out that humane adoptions were up because there were 100 less animals to place in a home. Chairman McKelroy closed the item from discussion and moved on to the next item.

VII. Update of any progress on obtaining sponsorship for purchasing Microchips for Adopted Animals.

The Chairman opened the item for discussion and stated she had been turned down by everybody that she has asked. Bayer said they would give us a discount if we would buy more of their product. Chief Walling pointed out this was an opportunity to amend the ordinance. All agree public education is key for having their animals wear collars. Chairman stated sponsorship is nonexistent at this time but she is not going to give up on it. Chairman McKelroy closed the item from discussion and moved on to the next item.

VIII. Determine the dates for additional meetings for the Animal Shelter Advisory Board to meet to Discuss City Council Charge.

The Chairman opened the item for discussion stated she agreed with Ms. Rinz regarding the second Tuesday of the month because Thursdays are really bad for her. The following dates were suggested: February 8, 2011; March 8, 2011, April 12, 2011; May 10, 2011; June 14, 2011; July 12, 2011; August 8, 2011; and September 13, 2011 – each at 7:15 pm in the City Council Conference Room. Chief Walling motioned these dates and times be accepted and Ms. Rinz seconded. The motion passed with none opposed.

IX. Public announcements.

The Chairman opened the item for discussion and gave the floor to Mr. Ochsner. Mr. Ochsner stated that an adoption event and shot clinic is planned for all day Saturday, February 19 with FRAS at the animal shelter. Ms. Fontenot said that she was not happy with the advertising options. It was agreed that the A-frame signs are the best advertisement.

Ms. Culver suggested contacting GSD to see if they would allow them to put the adopt-a-thon information into it. Chief Walling said they would probably allow it but feels it would be cost prohibitive. Dr. McKelroy suggested a poster to put in the veterinary offices that had an erasable date.

After some discussion, the Chairman closed the item from discussion and moved on to the next item.

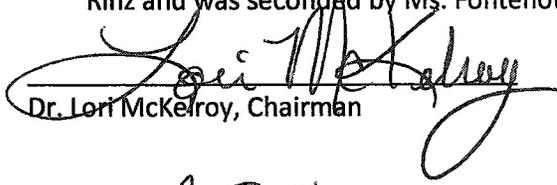
X. Topics for future agendas.

Discuss the charge from the Council so staff knows what is needed from the Board. Joe Tilger to provide a background on the practices of the shelter and why they are done the way they are.

XI.

XI. Adjournment.

The Chairman, Dr. McKelroy called for a Motion to adjourn. The Motion was made by Ms. Rinz and was seconded by Ms. Fontenot. The meeting was adjourned at about 8:46 p.m.



Dr. Lori McKelroy, Chairman



Kristen Harris, Assigned City Staff

2-8-11

Date Approved