

**ANIMAL SHELTER ADVISORY COMMITTEE MEETING  
CITY OF RHINELANDER**

**MONDAY, APRIL 13, 2011 5:30 PM CITY HALL  
Chairperson Karla Ortman**

**Minutes**

**I. Call to Order and Roll Call**

**Members Present:** Ortman, Gleason, Freudenberg, Paulsen, Jameson, Lofquist, Bell

**Members Absent:** Reklau, Ring, Mayor Johns

**Others Present:** Jacquelyn Morrill, Bria Swartout, Ki Semmerling

**II. New Business:**

Purpose of the meeting is to review the current procedures and operations at the shelter. Intake to placement-what happens with an animal?

Where do the animals come from?

Stray & Owner/surrender strays come from calls, town constables, leaving in shelter foyer, (door is broke), cats left at vet's office etc. Animals can survive the night inside the vestibule as it is warm enough and Gunder is working at getting the outside door fixed. Staff usually does animal pick-ups. State law states you cannot transport animals in a squad car. Fees are not charged in the city for pick-ups, pending the township, there is a policy in some towns, some are more willing to have us take them, some refuse cats. Fee is \$25 for stray and if Ki goes on a pick up, there is a \$50 fee plus mileage that we bill the township. Surrender fees are \$20 city resident, \$25 non-city resident plus tax. If the shelter is full, we turn away surrenders. At times an animal is brought in and we find out later they are elderly or sickly. Historically, the RAS wouldn't take in any of these so it was suggested that we screen them better. Must live in Oneida County or we won't take them at all.

We have taken animals from Vilas County Humane Society in the past when they were overcrowded. Animals can arrive during all hours of the day or night. The Rhinelander Police Department is believed to have a key to enter. There is an "After hours form" that should be completed by anyone bringing in a pet, however this is skipped sometimes and we have to investigate. The police dept will meet at shelter and the town constable will fill out the after hours form. When surrendering an animal, the owner is asked to complete a Cat/Dog Personality Profile form, which helps us know the animal's likes/dislikes; this helps with placement. Rabies watch is another reason for intakes.

Numbering system & Intake Process

The number assigned begins with the year and then numbered as they come in starting with 11-0001 and so on. Upon intake, Staff fills out the Life Chart; this should not be completed by anyone else as the information is vital to the pet. Computer is currently down, we have no database – strictly paper records. Shelter Manager is software program we attempted to use.

Intake for animals: cats go into intake room, dogs go into large room if large breed and small room if small breed. The intake room gives the cats time to calm down before checking them. Cats usually stay in the intake for 7 days. Vaccines are given if animals are healthy, checking for declaw, spay/neuter, ear mites. Strays do not get the vaccines unless the 7 days have passed. Cats are given wormer and distemper

vaccination. FeLeuk/FIV testing is random and depends on when we can get someone, like a vet tech, to come in do it. Gunder would like someone to come in to do this and evaluate sick room on a regular basis. He has gotten some estimates on the cost of this service. Dogs are given Distemper parvo combo and wormer and also bordetella.

Animals in need of vet check: we get them an appointment as soon as possible with whichever vet we can get into first. There are 3 vet clinics in Rhinelander that are terrific in working with us. Nancy Reklau is notified when there is a suspected abuse/hoarding situation. We spay and neuter the animals when we have the availability through the vet clinics, unless the animal is too young, then a voucher is issued for the pet to be spayed/neutered later. We can hold about 24 dogs and 80-90 cats. Currently there is no temperament testing for all animals, however some have been tested recently for fostering and rescues.

#### What happens on a typical day, what is being done?

Ki reports she is the first there in the mornings, she starts at 8 and gives medications, lets dogs on the small side out to potty, cleans dishes and bedding, sterilizes floors and walls and then lets dogs in from outside. In the summer she lets them out at 9 am, and afternoon staff lets them in around 2 but in the winter the time is based on temperature. Then Ki reports she cleans sick room and intake room. Karen N is there at 11 am and Ki leaves at that time. Karen N does the large cat room and volunteers help with whatever is needed. Ki works 930-11 T, W, F and to 11:15 other days, recently she's been staying later to help. Karen works 11-4 M-F. Sat 9-12 Bria and Ki with volunteers as needed if they show up. Bria comes in on Sundays and she usually has Mickey and Randy and its anywhere between 3-5 hours to clean. Someone is always there by 9a.m. Neighbors on Woodland Dr have complained about the dogs so they cannot be let out before 9 am. On a typical day the dogs are outside about 5 hours. Ki goes in at 6-7p.m. at night and lets dogs out singly. Tuesday & Thursday she doesn't get there till 11 pm because she works.

Carol asked about what type of interaction we have with the animals. We play with the dogs on the way to the outside kennels etc. Karen will take dogs out with her to play, we also have volunteers that come in and take cats out singly and Katherine takes dogs out to play with. We'd like to do it more often but don't have the time with present staffing.

#### Adoption Procedure.

A current application was distributed. All applications must be completed entirely. If the animal they are interested in is a stray, they must wait the seven days and we don't call on the application references until the seven days are up. Sometimes we risk offending people because we look at the best home possible for the pet, not necessarily who came in the door first. Adoption contract states a 30-day return policy with no refund or exchanges. Committee reviewed contract and fees. A staff member contacts applicant's previous veterinarian, and two non-related references. If the applicant rents and does not own, we contact the landlord to make sure they can have a pet.

We have a spiral notebook for recording phone calls of lost/found animals as well as people looking for a particular breed. Shelter is on Petfinder, Beth from River News has an email to Karla and Karla updates. The shelter does receive email inquiries on the animals on pet finder a few times a week. Cindy Bailey – volunteers doing the shelter specific website. Petfinder feeds directly into our website. Shelter staff never update as the computer is down and we don't have the capabilities.

Euthanasia decisions – Who makes decisions; who does the procedure? It is based on adoptable, or sick/old, aggression or health issues. One of the local veterinarians does the procedure. Once pronounced dead, the animal is brought back to the shelter and put

in the freezer, when full the animals go to the landfill. We do not euthanize due to space restrictions.

Fostering – When a few hoarding cases occurred, we ended up adopting animals that needed special care or recovering. This program needs to be developed more. Most of the animals that were fostered were then adopted by the fostering family.

Any other services we provide to the community?

Rabies clinic. The next clinic offered will be in the fall. Rabies and distemper \$15 per shot this year. There is a line that goes down the street and we hold it from 12:30-3:00. Parking lot is packed. Vet comes in as rabies must be given by licensed vet or CVT. Also we loan out live traps - \$100 deposit but no fee. Discussion on ordinance, you must have a license to trap – same as transient merchants, targeted at nuisance animals like skunks and squirrels etc.

Humane calls are referred to sheriff's dept.

Does the committee oversee the financial statistics of the shelter? The committee will review the finances etc. Technically not approving our budget, committee has no financial restrictions but can make recommendations. The committee was given a packet of the financials from the shelter, Bill F asked about the inheritance money that was left. Money was left as for habitat for animals.

Currently we are not taking adoptable animals out to public events. If not licensed therapy dogs, there are huge liability issues. May want to consider a canine fun event, where every dog has a trained handler. May also consider bringing pets to public events, like the Oneida Cty fair, must have a rabies shot.

**III. Future Agenda Requests / Next Meeting Date**

- A. May 10, 2011 is next meeting**
- B. Volunteer Staff**
- C. Vet Tech Visits on a Weekly basis**

**IV. Adjournment**

**MOTION MADE BY FREUDENBERG, SECONDED BY JAMESON TO ADJOURN THE MEETING OF THE RHINELANDER ANIMAL SHELTER ADVISORY COMMITTEE AT 7:21 PM. ALL AYES, 0 NAY; MOTION CARRIED.**