

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

**TUESDAY, MAY 10, 2011 4:00 PM CITY HALL
Chairperson Karla Ortman**

Minutes

- I. Call to Order and Roll Call**
Members Present: Ortman, Gleason, Lofquist, Kazda, Paulsen, Reklau, Ring
Others Present: Mayor Johns, Morrill, Beard, Rogers
- II. Review of Past Meeting Minutes**
MOTION BY GLEASON, SECOND BY LOFQUIST TO APPROVE THE MINUTES OF APRIL 7 & APRIL 13, 2011 MEETINGS. ALL AYE, 0 NAY: MOTION CARRIED.
- III. Discussion monthly report:**
- A. Animal Shelter-Gunder Paulsen
Paulsen gave the April 2011 Animal Shelter report and Paulsen and Morrill explained the contents. Kazda requested clarification on the numbers listed under the county versus the individual townships. Morrill explained that town constables bring in animals.
- IV. New Business**
- A. Volunteer Coordinator-Mickey Beard
Beard presented the RAS Volunteer Information Packet and explained the contents. There was further discussion concerning hours available for volunteer work, if the hours should be cut into 2 hour increments. It was suggested Mickey work with the RAS staff to determine the best way to set up volunteer shifts. A formal training program needs to be implemented and both existing and new volunteers would be required to participate in this training. Volunteer Mentors will work with volunteers. Paulsen shared information about volunteer insurance and suggested the RAS explore the needs for this. Discussion on having the Rhineland Police Department conduct background checks on all future volunteers, as to make sure none have been convicted of certain crimes. It was further decided to have Reklau contact Judge Mangerson's secretary as to how it is determined that a person who is supposed to do community service is given the option of the RAS. It was discussed that Forward Service volunteers should go through the same training program as other volunteers. Mickey will follow up with Bill Bell to confirm that the language on the forms are appropriate for City use.
- B. Paulsen discussed ACT 90 & ATCP 16 rules that will take effect on June 1, 2011. There was discussion concerning foster homes as they will be subject to inspections. Record keeping requirements for dogs will be addressed by the new PetPoint software. Exercise requirements and different methods for walking dogs were discussed, and cleaning kennels and carriers was also discussed. Ring shared the exercise/cleaning method once used at the Forest County Humane Society; Kazda suggested early in the day volunteer shifts to get the dogs out. Paulsen will oversee the operational plans for addressing the rules, with input from the current RAS staff.

- C. Reklau discussed the issues the Oneida County Sheriff's Office had encountered with after hours pick-up of animals. Paulsen will speak with Bill Bell concerning this issue and possibly advertise to fill the position. It was recommended that whoever does after hours pick-up be properly trained in approaching and handling animals.
- D. The committee discussed the need for regular in-house veterinary care for shelter animals to address some basic needs. It was suggested that the Advisory Committee send a letter to area vet clinics soliciting volunteers to fill this role. Ortman asked Kazda if she would draft a letter to this end; Kazda agreed and said she would work with Paulsen on this.
- E. Motion to postpone two agenda items to the next meeting – discussion of shelter fees and open hours. Motion made by Gleason, second by Reklau. All aye, 0 nay. Motion carried.
- F. Future agenda items/next meeting:
 - a. Address the inconsistencies between townships regarding what animals can be taken in as strays.
 - b. Need to cover microchip costs with adoption fees.
 - c. Next meeting: Tuesday, May 31, 2011, 4:00 pm
- G. Adjournment
MOTION MADE BY LOFQUIST, SECONDED BY KAZDA TO ADJOURN THE MEETING OF THE RHINELANDER ANIMAL SHELTER ADVISORY COMMITTEE AT 6:32 PM. ALL AYES, 0 NAY; MOTION CARRIED.

Minutes Respectfully Submitted by: N. REKLAU
Minutes Authorized and Received by: K. ORTMAN