

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

**TUESDAY, MAY 31, 2011 - 4:15 PM CITY HALL  
Chairperson Karla Ortman**

**Minutes**

- I. Call to Order and Roll Call**  
**Members Present:** Ortman, Gleason, Freudenberg, Kazda, Lofquist, Mayor Johns  
**Members Absent:** Ring  
Others Present: Jacquelyn Morrill, Gunder Paulsen, Mickey Beard, Kyle Rogers
- II. Review of Past Meeting Minutes**  
**MOTION BY GLEASON, SECOND BY KAZDA TO APPROVE THE MINUTES OF THE APRIL 7 AND APRIL 14, 2011 MEETINGS. ALL AYE, 1 ABSTAIN (FREUDENBERG) 0 NAY; MOTION CARRIED.**
- III. Departmental Activity Report**
- A. No activities report because it is not yet month end.
  - B. Paulsen reports that the RAS still needs more people/volunteers in order to fully adhere to the rules in Act 90. Estimated needs are 3 people in the evening to walk dogs; 3 people in the mornings to get dogs out. CVI's will cost about \$20 per dog. Morrill reports that pets will appear on [www.petango.com](http://www.petango.com) this week and records should be updated in PetPoint soon too.
  - C. After hours employee – Paulsen handed out the contract draft. Explained calls this last weekend and has someone in mind who is willing to do and use his own SUV. Paulsen wants calls first, make sure animals are contained. Ortman shared information from Vilas County Humane Officer who said they do not encourage people to pick up/contain animal for safety reasons.
  - D. Ortman inquired about having a cage in the shelter lobby to feature a cat in need of adoption. Morrill said there have been animals up front but not recently. One concern about having a cat in the lobby is Paulsen's allergies. Ortman thought she should mention it as an idea to bring attention to an animal who may not otherwise be noticed.
- IV. Unfinished Business**
- A. Volunteer Program: Beard pointed out the updates to the volunteer applications, including volunteer hour increments and an area for notarization. Those interested in volunteering at the RAS will need to complete and sign the application and agreement. Beard will review applications at shelter and if accepted they sign volunteer handling release. Minors will need to submit a parental consent form. Lofquist suggests adding a definition/short description for each volunteer area of interest so that people better understand what type of work they would be doing. Ortman states that Bill Bell mentioned having position descriptions for volunteers. Gleason feels that is a good idea. Ortman thinks it could be

added after the cover page. Lofquist asks about allergies and limitations; do we have a non-discriminatory line? We do have a release that would cover that issue. Freudenberg and Gleason agree. Ortman will email a final draft to all members. MOTION TO APPROVE APPLICATION WITH RECOMMENDED CHANGES BY GLEASON WITH A SECOND BY FREUDENBERG WITH CHAIRMAN'S OKAY. ALL AYES. MOTION CARRIED.

Ortman proposes that committee members fill out applications and commit to shelter hours. Suggests that members be involved hands on and would like to show staff and volunteers we are involved. Mayor said its not unusual to have agency and civic organizations helping. Ortman suggests that by having committee members go through the process we will be able to see that we have a good process in place. It's suggested that we may be able to recruit church groups to do a cleaning day, etc. Mayor suggested interns from Nicolet and Ortman elaborated on opportunity and it will be explored. Morrill discussed Nicolet doing photography, advertising, graphic arts. Lofquist mentioned a biology course at Nicolet. (Freudenberg left at 4:49 pm.). Volunteer orientations will be scheduled for next week.

- B. Assistance from local vets: A letter went out to all vet clinics in Oneida County asking for regular assistance by DVM, CVT or vet tech at the RAS. Clinics were asked in the letter to contact Morrill at the RAS to schedule. Morrill reports that one local veterinarian told her he was interested in going to committee meetings, being more involved, etc. Letters should have been received today. Ortman will add vet clinics to RAS Advisory Committee distribution list of agendas and meeting minutes.

## V. **New Business**

- A. Committee Secretary: Nancy Reklau has resigned from the committee. Discussion followed on whether to replace secretary. It was agreed that Morrill will take notes when she is at the meetings and Ortman will review and finalize before distribution.
- B. Shelter Open Hours: Morrill asked permission to close on Wednesday so that staff can properly clean and sanitize due to Parvo dogs. Committee says okay and that in the future no approval for this type of thing is needed as it is part of normal business operations. It is suggested to hang a friendly sign on the door explaining that the shelter is closed and change the voice mail greeting, to include instructions on how to follow up on lost pet. The committee reviewed a list of shelter hours provided for comparison. Ortman wants to work with current staff on hours because it is them who work. If Swartout is interested in being open for a short time on Sundays, Ortmana suggests we defer to staff about whether or not they want to be open. Kazda questions if having afternoon on Saturdays would be beneficial. Morrill explained that based on current staffing, they are unable to have open hours on Saturday afternoons.
- C. Adoption Fees: Current sheltering statistics show that the ratio of cats to dogs is 3 to 1, which should allow RAS to raise adoption fees for dogs. Because of the high number of cats in shelters, many shelters do special adoption promotions to increase their adoptions. Mayor thinks we need to expand and get all of Oneida County involved, saying just Rhinelander Animal Shelter its creates the assumption it is only Rhinelander. Discussion

followed about the implications of raising adoption fees for dogs, with review of the basic costs that go into a dog that requires spay/neuter, vaccinations, deworming, and microchipping. Kazda recommends one price for dog and one for cat for now. Tom suggests raising fees with a justification listing for each fee and points out that it would be good to share costs with the public. MOTION BY ORTMAN TO RAISE THE ADOPTION FEE FOR DOGS TO \$100 WITH CAT ADOPTION FEE REMAINING AT \$50 WITH THESE FEES APPLICABLE TO BOTH CITY AND NON-CITY RESIDENTS; SECOND BY LOFQUIST. ALL AYES. MOTION CARRIED. (Morrill will email Clerk Richardson to put this recommendation on the June 13 City Council agenda.)

**VI. Matters of Emergency/Informational Nature**

- A. On Thursday, June 2, at 10 a.m. Dawn King will visit the RAS to do a shelter assessment and help address ACT 90 issues. King is a board member with Wisconsin Federated Humane Societies and worked as a shelter manager for 13 years. She has done talks for HSUS about how to critically look at your humane society.
- B. Paulsen reported that a crew from Blackwell came and did some minimal repairs at the RAS.
- C. Ortman asked if there was budget/financial information for the RAS available for review. Discussion followed about how and when the reports are provided by City. Morrill reported that with the new PetPoint program she needs to see the detailed information when an animal goes to the vet so she can enter it into their record.

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

- A. Next meeting is 4:15 pm, June 28, 2011
- B. Role of committee with respect to staff issues at the RAS
- C. Report on King visit
- D. Act 90 update
- E. Adoption contract and information collected at surrender

**VIII. Adjournment**

**MOTION MADE BY KAZDA, SECONDED BY GLEASON TO ADJOURN THE MEETING OF THE RHINELANDER ANIMAL SHELTER ADVISORY COMMITTEE AT 5:46 PM. ALL AYES, 0 NAY; MOTION CARRIED.**

Minutes Respectfully Submitted by: J. MORRILL  
Minutes Authorized and Received by: K. ORTMAN