

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

**TUESDAY, JUNE 28, 2011 - 4:15 PM CITY HALL  
Chairperson Karla Ortman**

**Minutes**

- I. Call to Order and Roll Call**  
**Members Present:** Ortman, Gleason, Freudenberg, Kazda, Lofquist, Ring, Mayor Johns  
**Members Absent:** None  
Others Present: Jacquelyn Morrill, Gunder Paulsen, Mickey Beard, Karen Cook
- II. Review of Past Meeting Minutes**  
**MOTION BY FREUDENBERG, SECOND BY KAZDA TO APPROVE THE MINUTES OF THE MAY 31 AND JUNE 7, 2011 MEETINGS. ALL AYE, 0 NAY; MOTION CARRIED.**
- III. Departmental Activity Report**
- A. The May 2011 intake/adoption report was presented and reviewed. The “Total Monthly” reflects income and includes \$3,000 in donations. “Prior YTD Fees” do not include donations. The RAS is currently at capacity, but 5 large dogs are scheduled for adoption once spay/neuter is done tomorrow. It was suggested that BRATS transport option be utilized and that decision is being left to Bria.
- B. After hours employee – Paulsen reported that he had 3 people interested in doing this work, but has not had good follow-up from all of them. One has done a pick up which went well. Angela Ring offered to do after hours pick-ups and Freudenberg and Gleason agreed it was not a conflict of interest to have a RASAC member do this job.
- C. Ortman shared details of her conversation with State Humane Officer Dr. Yvonne Bellay regarding Act 90. Because the RAS is a City facility, staffed by City employees, Act 90 does not apply to the RAS. As a result, the RAS cannot, by law, issue CVI’s with dogs. That would imply that the RAS adheres to Act 90 and in fact it does not. Discussion about a possible substitution for the CVI, like a wellness exam, followed since the fee is built into the dog adoption fee and it is good for both the dog/RAS/adopter. The committee recommended that RAS staff talk with vets to see what they would be willing to do. Lofquist said she had a form that a vet can complete for a wellness exam and would get a copy of that to the RAS staff for possible use.
- D. Freudenberg asked if there is a posted policy at the RAS outlining what is expected on a day-to-day basis, in terms of the care of the animals, something that both staff and people visiting the RAS could reference at any time. Freudenberg stated that the Committee does set policy and there should be a guideline from which people can work off of, or perhaps a mission statement. Ortman pointed out that historically the City shelter was more of a holding facility and so does not have a mission statement. Ortman also reminded the Committee that it is important to take the insider’s perspective, that of the RAS staff members, into account when working on these guidelines. Ortman suggests having development of a

mission statement as a future agenda item and asks Committee members to bring their ideas at that time.

#### **IV. Unfinished Business**

- A. Volunteer Program: Morrill reported that that volunteer response has been very good and applications continue to come in and are being reviewed and approved. Some exceptions to rules have been made by the staff to address some of the individual differences they have encountered. For example, there are two 13-year-old boys who are willing to do anything and everything and are showing a good level of responsibility so the staff does not feel it's necessary for a parent to be with them while volunteering. It is expected that many of these volunteers will be lost when school resumes in the fall, or when summer residents leave for winter. The RAS currently has after-hours volunteers to help 5-6 days of the week, which helps greatly with the dogs.
- B. Volunteer Vet Assistance: Morrill reported that beginning in July, a vet from two clinics in town will come one day per month to see RAS animals. There was no response from out-of-town clinics.
- C. Volunteer Manual: A revised/updated volunteer manual was submitted for approval. Swartout and Ortman worked together to shorten and streamline the content to apply to the volunteer program in its current state. Additions or changes can be made in the future as the program grows or changes. MOTION TO APPROVE VOLUNTEER MANUAL AS SUBMITTED BY RING WITH A SECOND BY LOFQUIST. ALL AYES. MOTION CARRIED.
- D. Shelter Work Day: Kazda reported that Dawn King (WFHS) along with several volunteers put in about 10 hours repainting the restroom and room off reception with donated paint. The storage room was cleaned and pet food was relocated here from kennel areas to eliminate potential for contamination. A shelf was constructed and mounted above reception counter to hold the video equipment and anchors were installed in the tub for securing dogs during bathing. A lot of organizing and cleaning was also done in various areas. Another workday is scheduled for Sunday, July 10 when the vestibule and reception area will be painted. King has been helping to understand various animal health/safety issues presented in shelters. One thing that will need to be done is the sanding and painting of the wood surfaces, as wood can harbor disease. Morrill inquired if a new toilet seat is needed since it is wood and pointed out that the windows in the Meet & Greet Room stick since being painted. Ortman said they will work to remedy that at the July 10 workday.

#### **V. New Business**

- A. Humane law issues: The RAS has been dealing with animals in a variety of humane law related instances (bite cases, malnourished dogs, for example). Morrill requested a discussion among law enforcement bodies to address how these cases are to be handled, and reached out to Dawn King (WFHS) for advice. King has put Ortman in contact with Chuck Wegner, Director of the Clark County Humane Society and fellow WFHS board member. Wegner has a good track record of working with law enforcement officials in various jurisdictions on humane law concerns. The intent is to arrange a

meeting for concerned parties with mediation assistance from Wegner. Ortman will contact the Committee when a date is arranged.

Discussion on this topic included various questions and explanations. Morrill stated that when the Oneida County Sheriff is contacted with a humane issue, the case is given to the next available deputy and not a deputy who has been trained as a Humane Officer. Ortman shared information from lieutenant Lloyd Gauthier of the Oneida County Sheriff Department, who stated that due to staffing and funding restrictions, they do not respond to all animal calls in the County, and that individual jurisdictions must deal with such calls in their areas. Gleason wondered how the Humane Officer job would be any different than the Recreational Officer's job. Morrill stated that some towns in the county have their own kennels and do not bring stray animals to the RAS; others are unwilling to pay the per animal fee and/or costs related to picking up stray animals. Freudenberg recalled that the RAS had executed a contract a number of years ago related to animal pick ups within the County and will investigate the details of that. Ortman inquired after the use of county dog licensing fees. Mayor stated that they are used for claims on animal damage (e.g., dog kills a chicken); they are not used to benefit the animals or the RAS. Ring stated that when she worked with Forest County Humane Society, the dog license fees went to claims, but any money remaining at the end of the year went to the HS.

- B. Begin review of animal intake procedures: Lofquist presented animal surrender forms for consideration. Owners who surrender their animal/s to the RAS would complete these. Lofquist thinks that people who surrender their pets to the RAS need to take the surrender seriously and provide as much information about the animal as possible so that the RAS can better rehome the animal. Morrill stated that the Dog Profile and Cat Profile forms are currently used when animals are surrendered. Experience with the current procedures show that people do not always provide accurate information and there have been animals returned based on the information provided by previous owners. Discussion followed on how an animal may behave different in different environments and with different people. Concern was expressed over the staff's ability to put more time into the surrender process. It was recommended that RAS staff review Lofquist's forms and consideration be given to possibly incorporating some of their content. Ortman requested copies of Lofquist's forms so she could compare them to the current RAS Profile forms.

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

- A. The DATCP License Inspection is cancelled since the RAS does not fall under Act 90 rule.
- B. Freudenberg asked after the condition of the building (roof, walls, etc.), in anticipation of winter. Concern was expressed over the efficiency of the building. Beard stated that the exterior wall in the cat intake room is always very cold in winter and questioned if there are really 7 furnaces in the building. Paulsen stated that there are 4 furnaces; Mayor stated that 2 of these are newer. Paulsen also reported that duct cleaning was done about a month ago and that ventilation issues were resolved at that time. Ortman stated that King's (WFHS) review of the facility brought many building

issues to light and that King is working to determine the best way to utilize space for the animals and staff, and to properly establish isolation and quarantine areas based on how the air exchange system works. Beard asked if there is a way to address the gutters at the back door and the ice buildup that occurs on the sidewalk in the winter/spring. Paulsen commented that ice and snow removal around the building is a nightmare.

- C. Karen Cook of the Northwoods School of Dance is present and comments that she has certainly learned a lot at this meeting! Her school's spring show is "Cats" and the younger kids will be doing dances related to various animals. Cook thought it would be a great opportunity to partner with the RAS to promote both the facility and the animals. Cook said they may be able to make a donation to the RAS from the show proceeds, but it will depend on the response to the show, that they don't always make a lot on the shows. However, the promotional opportunity is very great. Discussion followed on various details of such an event. It would be nice to have adoptable pets for meeting/viewing, but we would need to address the liability issues related to this. Gleason suggested contacting CIVMIC to see what the rules are and Paulsen offered to do so. Lofquist pointed out that the Rhinelander High School does require advance permission to have animals in their building, as that is where the show will be held. Lofquist also offered that animals evaluated by her in advance of public access would fall under her liability insurance. The opportunity would exist to solicit volunteers, collect donations and feature adoptable animals, perhaps with a PowerPoint that runs before the show or during intermission. The possible dates for this event are May 11 or 18. It is believed that local media would be glad to help with promotion or this event. Ortman summarized by thanking Cook for bringing this excellent idea and generous offer to us, and that such a partnership would go far to promote the image of the RAS in the community. Cook reiterated that it would be a way to increase awareness for both arts and the animals.

## **VII. Review of Bills and Claims**

- A. According to Finance Director Ostrander the bills and claims of the RAS are to be signed off by members of the Advisory Committee. Discussion followed in which Gleason confirmed the PPP Committee had done this at its last meeting. Ortman, Paulsen, Freudenberg and Gleason all concurred that Bell's direction was that the Advisory Committee was only to review the bills and claims and that the Finance Committee was to approve them. Ortman stated she would follow up with Ostrander on this.
- B. Ortman pointed out an approximate \$82,000 decrease in the balance of the Shelter Donation Reserve Account between the last two reports and asked if anyone present knew where those funds went. No one present had any information on this. Ortman said she would follow up on Ostrander on this as well.

## **VIII. Future Agenda Requests / Next Meeting Date**

Next meeting is 4:15 pm, July 26, 2011

**IX. Adjournment**

**MOTION MADE BY FREUDENBERG, SECONDED BY LOFQUIST TO  
ADJOURN THE MEETING OF THE RHINELANDER ANIMAL  
SHELTER ADVISORY COMMITTEE AT 6:11 PM. ALL AYES, 0 NAY;  
MOTION CARRIED.**

Minutes Respectfully Submitted by: J. MORRILL/K. ORTMAN

Minutes Authorized and Received by: K. ORTMAN