

**ANIMAL SHELTER ADVISORY COMMITTEE MEETING
CITY OF RHINELANDER
TUESDAY, DECEMBER 27, 2011 - 4:15 PM CITY HALL
Chairperson Karla Ortman**

Minutes

1. CALL TO ORDER AND ROLL CALL

Members Present: Ortman, Gleason, Lofquist, Kazda, Mayor Johns, Oborn

Members Absent: Freudenberg, Ring

Others Present: Gunder Paulsen, Bria Swartout

2. REVIEW OF PAST MEETING MINUTES

The October 25 minutes were not yet available for review or approval.

MOTION BY GLEASON, SECOND BY KAZDA TO APPROVE THE MINUTES OF THE NOVEMBER 29, 2011 MEETING. 5 AYE, 0 NAY; MOTION CARRIED.

3. DEPARTMENT ACTIVITY REPORT

- A. The October and November activity reports were presented for review.
- B. Swartout reported on the success of the December cat adopt-a-thon. The adoption fee for cats was decreased to \$20 on adult cats for the month of December. To date, 66 cats had been adopted. Kazda reported that she completed post-adoption calls to these families that day and the majority of the adopters reported that they were very happy with the additions to their families and that the cats were doing well.

4. NEW BUSINESS

- A. Letter of Intent of Transfer of Animal Shelter to the Oneida County Humane Society: Oborn led a discussion and review of the proposed Letter of Intent. It was suggested that point 4 be changed to "It is further agreed that any donations intended to benefit the Animal Shelter, received on or after December 1, 2011, shall belong to the Humane Society. (Excludes fees and recycling funds.) Oborn suggested that the City remit a monthly check to OCHS for donations that come in the Rhinelander Animal Shelter name, as they would need to be processed by the City.

MOTION BY GLEASON, SECOND BY LOFQUIST TO APPROVE THE LETTER OF INTENT WITH THE RECOMMENDED CHANGES FOR COUNCIL REVIEW AND APPROVAL. 5 AYE, 0 NAY; MOTION CARRIED.

Oborn will arrange for the edits to be made and for the City Clerk to get the letter to the OCHS in time for their January 5 board meeting. Gleason will present the letter at the January 9, 2012 City Council meeting.

- B. Update, Transition to Oneida County Humane Society (OCHS) Operations: OCHS President, Kazda, reported that OCHS met a second time with their attorney regarding

transition issues and reviewed the Letter of Intent. A transition sub-committee has met to identify and review all the necessary steps required before assuming operation of the shelter. A Standard Operating Procedures manual is in the works, and application to the Department of Trade and Consumer Protection has been made for license to operate an animal shelter under Act 90. Gleason referenced the press release and board photo which appeared in the local newspapers as a good step completed. Gleason asked if anyone from OCHS has contacted the Oneida County Board regarding a contribution for start up operations. Mayor Johns stated that he spoke with one board member about this on behalf of OCHS and believes it will be addressed. Paulson reminded the committee of the town association meeting that is held regularly as a good place for OCHS to speak to all town representatives at once.

6. MATTERS OF EMERGENCY/INFORMATIONAL NATURE

There were none.

7. REVIEW OF BILLS AND CLAIMS

MOTION BY ORTMAN, SECOND BY GLEASON TO APPROVE THE BILLS AND CLAIMS AS SUBMITTED. 5 AYE, 0 NAY; MOTION CARRIED.

8. FUTURE AGENDA REQUESTS AND MEETING DATE

A. Next meeting: JANUARY 24, 2011, 4:15 pm.

9. ADJOURNMENT

MOTION BY GLEASON, SECOND BY LOFQUIST TO ADJOURN THE DECEMBER 27, 2011 ANIMAL SHELTER ADVISORY COMMITTEE. 5 AYE, 0 NAY; MOTION CARRIED.

APPROVED BY

RECEIVED BY