

**ANIMAL SHELTER ADVISORY COMMITTEE MEETING
CITY OF RHINELANDER
WEDNESDAY, JUNE 4 - 4:15 PM CITY HALL
Chairperson Karla Ortman**

Minutes

1. CALL TO ORDER AND ROLL CALL

Members Present: Gleason, Mayor Johns, Kirby, Oborn, Ortman

Member Absent: Otis

Others Present: Gunder Paulson

2. REVIEW OF PAST MEETING MINUTES

MOTION BY KIRBY, SECOND BY GLEASON TO APPROVE THE MINUTES OF THE OCTOBER 30, 2013 MEETING. 4 AYE, 0 NAY. MOTION CARRIED.

3. OLD BUSINESS

- A. Backyard project: Ortman updated the committee on the progress of the backyard project since the October meeting, reporting that all concrete work was completed and new kennels were installed. The next steps are to construct a roof over the kennels and sod the yard. Oborn asked if an estimated cost of the roofing was available; Ortman did not have this available for the meeting. Paulson asked if any of the materials salvaged from the failed roof could be used on the new kennel roof. Ortman will ask contractor. Discussion ensued about options for completing the yard, including prep for sod and sod installation, including the possibility that Birchfield Nurseries may be able to help.

4. NEW BUSINESS

- A. Fire alert system: Ortman reported that a fire alert system had been installed in the Adoption Center building. This action followed after the Adams County Humane Society experienced a fire during business hours and concerns about the safety of the Adoption Center staff and residents were expressed. OCHS was able to obtain \$1,000 in grant funding to go toward this project. Ortman requested a 50/50 cost-share with the City in the amount of \$520 to help with the balance of the project.

MOTION BY GLEASON, SECOND BY KIRBY TO APPROVE A CITY CONTRIBUTION NOT TO EXCEED \$520 FOR THE FIRE ALERT SYSTEM AT THE ADOPTION CENTER. 4 AYE, 0 NAY. MOTION CARRIED.

Mayor Johns asked if the fire department had been informed of this action. Ortman stated that Swartout had been in contact with the Fire Chief in regards to the system and the Center's Emergency Evacuation Plan that had also been developed. Gleason suggested the Adoption Center obtain a Knox Box for the building. The Knox Box is mounted on the exterior of the building and holds a key to the building. Only emergency personnel have access to the Knox Box. Ortman asked if the City would cover the cost of this item; per Oborn, \$100 from the improvement fund could be utilized for this purpose.

- B. Storage Garage: Ortman distributed a proposal for a storage garage that Otis had prepared for review. The garage would replace the two time-worn and structurally unsound sheds currently on the property. All agreed the existing sheds are unattractive and given the improvements to the backyard, a new structure would be appropriate. The structure will free up space in the Center and provide easy access for both Center staff and OCHS board members. Kirby recommended taking advantage of the 11% rebate special currently available at Menards, with Gleason noting that the savings would cover the proposed cost of shelving.

MOTION BY GLEASON, SECOND BY KIRBY TO APPROVE A CITY CONTRIBUTION NOT TO EXCEED \$3,000 FOR A NEW STORAGE GARAGE AT THE ADOPTION CENTER. 4 AYE, 0 NAY. MOTION CARRIED.

Paulson asked if any of the materials salvaged from the failed roof could be utilized on the new structure; Ortman said she would ask the contractor. She also expressed concern that some of the materials may not have fared well over the winter. Paulson also reminded Ortman of the need for a building permit. Kirby stated that Menards offers free delivery.

5. MATTERS OF EMERGENCY/INFORMATIONAL NATURE

- A. Mayor Johns asked if OCHS would be approaching the county again for funding at budget time. Ortman reported that OCHS has launched an outreach effort to meet with each town board, sending 1-2 board members and Swartout to introduce OCHS and inform the board of the services offered by the humane society. It was noted that there are several new members of the county board and it is hoped there will be sufficient support to continue the funding.

6. REVIEW OF BILLS AND CLAIMS

MOTION BY GLEASON, SECOND BY KIRBY TO APPROVE BILLS AND CLAIMS IN THE AMOUNT OF \$58. 4 AYE, 0 NAY. MOTION CARRIED.

7. FUTURE AGENDA REQUESTS AND MEETING DATE

- A. Next meeting: TBD, as needed

8. ADJOURNMENT

MOTION BY ORTMAN, SECOND BY KAZDA TO ADJOURN THE JUNE 4, 2014 ANIMAL SHELTER ADVISORY COMMITTEE. 4 AYE, 0 NAY; MOTION CARRIED.

APPROVED BY

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