

**NOTICE OF MEETING
REGULAR MEETING AGENDA**

1. **CALL TO ORDER**
2. **AGENDA APPROVAL**
3. **PUBLIC COMMENT UPON MATTERS ALREADY ON THE AGENDA** *(The Public may comment on any item on the agenda with the exception of items shown under Public Hearings. The standard time limit is 3 minutes.)*
4. **VISITORS** *(Visitors are usually provided 10 minutes to speak before the Committee)*
 - A. Homer Police Department Representative
5. **RECONSIDERATION**
6. **PUBLIC HEARING**
7. **APPROVAL OF THE SYNOPSIS**
 - A. Synopsis for the November 19, 2015 regular meeting Page 3
8. **PENDING BUSINESS**
 - A. Volunteerism
 - B. OSHA Compliance
9. **NEW BUSINESS**
 - A. Storage of Shelter Items
 - B. Monthly Veterinarian Pro Bono Visits to Shelter - Memorandum of Understanding
 - C. City Tracking of Income and Expenses
 - D. Grant Possibilities - Hill's Food and Shelter and Love program
 - E. Long Term Viability - Shelter Advisory Committee, City employee
10. **INFORMATIONAL MATERIALS**
11. **COMMENTS OF THE AUDIENCE**
12. **COMMENTS OF THE STAFF**
13. **COMMENTS OF THE COMMITTEE**
14. **ADJOURNMENT THE NEXT REGULAR MEETING IS THURSDAY, JANUARY 7, 2016 at 5:15 pm in the COWLES COUNCIL CHAMBERS located at City Hall 491 E. Pioneer Avenue, Homer Alaska**

A brief walk through of the Homer Animal Shelter facility was provided by Sherry Bess prior to reconvening at City Hall for the meeting. The committee members present were shown through the building and consideration of current facility use areas and repairs needed were noted.

CALL TO ORDER:

In attendance: Casey Moss, Francie Roberts, Sherry Bess, William Hutt, Dorothy Sherwood. Patrick Lawrence absent.

Agenda was approved by Dorothy Sherwood and seconded by Casey Moss.

Public Comments: A number of members of the public in attendance made public commentary regarding the importance of the shelter to our community and these comments are recorded in the audio recording of our meeting. The importance of volunteerism to the successful operations of the shelter; the necessity for a good working relationship between veterinary professionals and the shelter management team was highlighted; positive feedback on current cleanliness of shelter was provided.

Synopsis of meeting of 11-5-15 was approved by Casey Moss and seconded by William Hutt.

No visitors to meeting.

No public hearing.

8. Pending business:

A. Animal Shelter Fee Schedule: the fee schedule as altered is to be presented at the next city council meeting on November 23rd by Francie Roberts and Casey Moss who have volunteered to attend. Development of a public service announcement is to be a part of educating about dog licenses within city limits. Concerns about actual license tags was discussed so that someone licensing their pet in October would have a 2 yr license for remaining year and following year. Some practical aspects of cost of first license fee need to be clarified in light of current city code so that people are not penalized for having their young 4 months old dog licensed when is too young yet for spay/neuter. The question of a lifetime license fee was brought to attention and to be discussed at the next meeting.

B. Volunteerism : this topic was moved to the next meeting as Sherry still wants to look at aspects of this and the Volunteer Liability Release has been modified to fit the needs of the City of Homer and ready for use.

C. Dog License Educational Pamphlet: Suggestion made to have information distributed to the public on the City of Homer website and that the shelter should have its own page on the website with links detailing for the public how to get a license and have it in a very user friendly format. Agreed that only providing information in water/utility bills would restrict to the city residents that are on sewer/water systems so would not get to all residents. William Hutt suggested that the city is having a meeting in early December regarding IT and website and that may be a good time to address specific needs of educating public on licensure. Any pamphlet developed should have information regarding why licensing is important, what are the benefits, how are the fees used to support animal control in the city and a synopsis of the city ordinance.

D. OSHA Compliance: To leave this on the agenda. To look into the value of an AKOSH consultation in terms of health and safety in general but may also need to run this by the city of Homer. Dorothy Sherwood talked about the positive value of having an unbiased visit to help support meet health and safety for all at the shelter and also that considering sharps are used for vaccinations at shelter this needs to be addressed from a needle stick and biohazard protection.

9. New business: Animal Shelter visit: General consensus was that the shelter was cleaned well today and thanked Sherry Bess and her volunteers for making such an effort to welcome the committee to the shelter. Obvious repairs are needed to floor surfaces in dog run area and chain link fences. Maintenance on the budget is set at \$3000 for materials and labor and a question arose whether this has been used every year? Floors in other areas looked worn and may need resealing especially in the light of been able to clean and sanitize correctly. In heat flooring and associated costs are an unknown and understand that some areas of the shelter have different heating mechanisms and therefore need to clarify if possible to regulate in different areas. Heating costs may be a factor to look at in terms of financial costs of running but the switch to natural gas has already happened so should be more cost effective. Use of additional rooms in the shelter were considered with the drive in vehicle parking area not been used as such but for animal caging which was not in initial planning for the shelter including the HRV system. Some rooms been used for storage and there is also another storage unit used for shelter materials out east end road but not sure who is paying. Casey Moss thought this is paid for by Police Department. Original city engineer and architect may be able to shed more light on some aspects of the building of concern. It was noted during the visit that some high areas with duct system are dusty and dirty and city does clean during maintenance and HRV system cleaned by outside contractor.

10. Informational items present in packet.

11. Comment of the audience: Many audience members spoke regarding the current status of the shelter.

Pat Moss spoke as a representative of HAF and that perhaps having an additional HAF member on the committee would be welcomed. Consideration of the running of the shelter to be by a City of Homer employee in the future was voiced again with all the benefits for that person(s) and for the city.

Becky Lyon spoke of having a monthly operating budget available to be able to look at actual cost breakdown of the amount needed to run the shelter plus pay contractor or employee. She did mention that the garage area which is currently acting as an area to house cats is not included in the HVAC system so does not meet the required number of air exchanges per hour as outlined and required in an animal care facility. The large number of cats been housed at the shelter was remarked upon.

Brian Smith explained the current cleaning regime for the HVAC system and that disease in the animals at the shelter is limited and not of concern in comparison with other shelters.

Pat Boone spoke of the idea of a lifetime dog license for city residents to reduce both paper load and administration and also residents might be happier if it is a once off event.

Sharon Stewart spoke of fines to be actually collected for those in the city limits without licenses current and suggested that possible high school students could be volunteers in their community service requirement at the shelter.

Corey Stewart brought to attention the confidentiality of a private contractor in terms of financial transparency versus city employee scenario.

Other comments by the public were not recorded on paper but are all recorded in audio of meeting.

12. No city staff present.
13. Comments of the task force:

Sherry Bess spoke about her concerns that everyone on the committee really do want what is best for the shelter and then thanked everyone who helped her clean the shelter for today's visit.

Dots Sherwood commented that still absorbing comments of the public from tonight and that there is obvious discord between different community members and that this is the communities shelter and as such the community needs to take responsibility along with the city for operating the shelter correctly.

Casey Moss welcomed all the public comment and suggestions and thanked Sherry for the visit.

William Hutt thanked Sherry and volunteers for cleaning the shelter and would hope to see it always maintained as well as seen on this evenings visit. He also reiterated that we all want to find improvement in the operations of the shelter into the future.

Francie Roberts thanked Sherry and volunteers again for the preparation the visit tonight at the shelter and also would like to look at the costs of the city using an employee for managing the shelter.

Adjourned meeting.

Submitted by Dr. Dots Sherwood MVB MSc MRCVS

