



City of Brenham
Animal Services Advisory Board
Meeting Minutes - May 17, 2019

A regular meeting of the Animal Services Advisory Board was held on Friday, May 17, 2019, beginning at 1:00pm at the Brenham Police Department, 1st Floor meeting room, 1800 Longwood Dr, Brenham TX 77833.

Attendees:

Sally Blackie
Susan Cantey
Robert Davis
Jerry Jares
Phyllis McMahon
Lee Panko

City Employees attendees:

Jeana Bellinger
Allison Harper
Robin Hutchens
Dant Lange
Kacey Weiss

1. Call meeting to order

Jeana Bellinger called the meeting to order at 1:00pm.

2. Citizen and visitor comments

There were no visitors.

3. Introduction of Animal Shelter Advisory Committee Members and City of Brenham Staff

Jeana Bellinger introduced herself. All attendees introduced themselves.

4. Discussion Related to the Purpose and Scope of the Animal Shelter Advisory Committee and Board Policies and Procedures Adopted by the Brenham City Council

Bellinger outlined how board members are selected along with policy and procedures. McMahon inquired about the terms each person was assigned. Bellinger advised that would be discussed in a later agenda item. Bellinger discussed the position of liaison and the purpose, of that role. Bellinger stated the liaison would be Robin Hutchens.

5. Discuss and Possibly Act Upon the Election of a Chairperson and Vice Chairperson for 2019

Bellinger advised how the process works for selecting a Chairperson and Vice Chairperson. Bellinger noted that a board member could volunteer or nominations could be made.

Board Member Cantey nominated Board Member Panko for Chairperson and Board Member Davis seconded the nomination, Board Member Panko accepted the nomination.

Board	Yes	No	Abstain	Absent
Blackie	X			
Cantey	X			
Davis	X			
Harper	X			
Jares	X			
McMahon	X			
Panko				

Board Member Jares volunteered for the position of Vice Chairperson and Board Member Cantey seconded the nomination.

Board	Yes	No	Abstain	Absent
Blackie	X			
Cantey	X			
Davis	X			
Harper	X			
Jares				
McMahon	X			
Panko	X			

6. Discussion and Presentation on Chapter 5, Animals and Fowl, of the City of Brenham’s Code of Ordinances and the City of Brenham’s Fee Schedule for Animal Related Services

Bellinger began by explaining how long the process took for the completion of the new animal ordinance. Bellinger stated the completion was approved in January 2019 and became effective February 2019. Bellinger also discussed the new fee schedule that also was enacted February 2019.

Board Member Davis inquired about the ordinances being in effect for the county as well. Davis questioned if Animal Services Manager Harper and Captain Lange assisted in producing the new fee schedule, Bellinger stated they were part of the discussions. Board Member Davis also inquired about revenues, Bellinger noted that animal shelter revenues would be discussed at the next meeting.

Captain Lange discussed the amount of work that actually went into putting together the ordinance and fee schedule. Lange advised that some of the information came from other cities and organizations. Lange noted the ordinance was not created to just issue tickets to people, but to protect the community and the welfare of all pets.

Bellinger stated the public was very receptive of the new ordinance and has not received any push back.

Board Member Davis asked Harper if she believed the new ordinance gave her too much or too little discretion on who gets health treatment, sent to rescues, and the hold period. Harper responded by stating there are a lot of factors that go into the disposition of the animals; behavior, health, etc. Harper also advised in special circumstances the shelter can always hold an animal longer than the 72 business hour hold period.

Board Member Blackie inquired about the new surrender fee, which she is in favor of, if people are dumping the dogs rather than bringing them to the shelter. Harper advised this is an education tool for the shelter and encourages people to get their animals spayed and neutered rather than paying \$150 each year for a litter of puppies to surrender, citizens can pay \$80 to have their animal fixed.

Board Member Blackie asked if the shelter were a 501c3 designation that would help to cover the cost of the surrender fees. Hutchens stated there is a rescue group or organization that has come forward to pay fees for people who are unable to pay for vaccinations, pet deposits or other reasons someone may not be financially able to care for their animal so they do not have to surrender.

Board Member McMahon inquired why the shelter does not trap animals within the city limits. Harper advised staff does trap within the incorporated city limits of Brenham.

7. Discussion and Presentation on the Current Fiscal Year 2018-2019 Animal Services Budget and Requested Budget Items for Animal Services in Fiscal year 2019-2020.

Harper explained the animal shelter budget for FY19-20 was due to the finance team the day of the meeting. Harper stated the largest line item is supplies since all animals are disease tested, vaccinated, wormed and microchipped by staff. Harper noted that animal adoption coupon is a larger item and this is for the sterilization of the animals adopted from the shelter since that is a state law. Harper stated that a more expensive item requested for this upcoming year will be shade structures for the adoption yard because currently there is no shade in the afternoon for volunteers or visitors.

Board Member Blackie inquired if there was donated money left from the building fund. Harper advised that the sally port will be completed using that money. Board Member Davis advised there is quite a bit of misinformation being discussed in the community regarding the money being spent for the sally port. Blackie and Davis both stated they were told the city was covering the cost of the sally port. Davis and Blackie stated any money left from the sally port could also be used for the shade structures.

Harper advised the shelter has also expressed a need to the public for Kuranda beds for the indoor kennel area. In order to properly use these beds, staff would need to put grates over the open drain on the inside of the kennels.

Board Member Davis inquired if the budget was city funded or where those funds came from. Bellinger advised that the budget was paid for by the city and donations were extra revenue.

Board Member Davis questioned the numbers of dogs and cats that are taken in from the county vs. city. Davis also questioned the budget amount for animals being euthanized is 30%. Davis and Blackie agreed numbers seemed high. Harper advised these numbers are not accurate since the shelter has revised how euthanasia is categorized and euthanasia numbers have actually gone down.

8. Discuss and Possibly Act Upon the Meeting Dates for 2019

Bellinger advised it was best to have meetings set on a certain day of each month. Board Member Davis stated that it would possibly be better to have meetings on the second Friday of the month.

Board Member Davis motioned for the meeting dates to be the second Friday, every other month and Board Member Panko seconded the motion.

Board	Yes	No	Abstain	Absent
Blackie	X			
Cantey	X			
Davis	X			
Harper	X			
Jares	X			
McMahon	X			
Panko	X			

9. Staff Updates

➤ Administration

Captain Lange advised that employed at the shelter are two part time and three full time kennel techs, two Animal Control Officers, as well as the Manager and Animal Services Specialist. Lange also advised that Harper has updated the shelter logo.

➤ Animal Shelter & Control

Bellinger advised the former Director of Community Services Wende Ragonis applied for a 501c3 designation that is generic for the City of Brenham and believes the shelter can fall under that plan. Bellinger stated she would get more information on it.

The meeting was adjourned.

Lee Panko, DVM

Chairperson

Robin Hutchens

Animal Services Specialist, Liaison