

**MINUTES OF THE REGULAR MEETING OF THE
ANIMAL SHELTER ADVISORY COMMITTEE
CITY OF HIGHLAND VILLAGE, TEXAS
HELD IN THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD –
TUESDAY, AUGUST 27, 2019**

The Animal Shelter Advisory Committee of the City of Highland Village, Texas met for a regularly scheduled meeting on the 27th day of August, 2019 at 3:00 p.m. in the Pre Council Meeting Room.

1. CALL TO ORDER/ROLL CALL

		Roll Call
Present:	Sheri Morrison	Police Commander
	Wesley Fiddes	Senior Animal Care Officer
	Jon Kixmiller	Council Member
	Paul McCullough	Animal Medical Center Veterinarian
Absent:	Kathy Anthony	Humane Tomorrow

2. PUBLIC COMMENTS

There were no public comments.

3. REVIEW AND APPROVE MINUTES FROM LAST MEETING

Minutes were reviewed and approved by all members present.

4. SHELTER REPORT

City Manager Michael Leavitt and Police Chief Doug Reim were present for this meeting.

Commander Morrison updated the board members present with the Monthly Shelter Reports from May, June, and July 2019 by giving them copies of these reports. These reports are prepared monthly by Senior Animal Care Officer Wes Fiddes. Dr. McCullough asked if we had the number per day for dogs and cats in the shelter. Officer Fiddes responded we could get those numbers for him. Mr. Leavitt asked if we had specific numbers for wildlife categories. Officer Fiddes opened our online shelter managing software and showed him the average length of stay per species and how the categories are separate for domestic animals and wild animals, including euthanasia. We actually pointed out that we rehab wildlife whenever we can and were recently able to rehab a baby skunk with a local volunteer.

All of the board, Mr. Leavitt, and Chief Reim began to discuss the current shelter and the knowledge the contract between the city and the Highland Village Animal Shelter will be expiring in 2022. Both parties would like to be able to renew the contract but those details have yet to be determined.

Discussion for the determination of the new contract included a needs assessment for the shelter. This assessment will need to include such items as the number of animals processed through the shelter, the average length of stay for animals (both dogs and cats) in the shelter, and the needs for the City/Animal Care. The numbers to be obtained should be available internally through our current shelter software and reporting system but if there is a need to go outside, that will be considered as needed.

The board present was asked if there were concerns about our current facility. It was suggested the current facility needs a "facelift." The cat area, the Animal Care Officer's office, and the hallway all need to be reworked for the best use of space as well.

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To be able to have any updates completed to the facility, the contract must be agreed upon by all parties involved and the cost of the updates must be identified and budgeted. An architect may need to become involved once these two items have been decided upon to assure the space we have is being used in the best possible way. That need may be identified at a later date in the process. Tristar Construction was brought up as a possible vendor to assist in the redesign of the facility. They have designed clinic spaces in the past in the area and have knowledge in that area. Council Member Kixmiller volunteered to reach out to Leo Waycamp with Trister Construction for more information for the next meeting.

Animal Care Officer Fiddes and Commander Morrison will work on a list of what is needed and wanted for the shelter. They were also asked to come up with the current square footage for the shelter as it stands to present at the next board meeting.

Everyone present feels there is a need at the facility for more storage. The possible upgrade of the current air filtration system was also briefly discussed along with the type of flooring in the dog kennel area.

There were no other topics discussed during the board meeting.

5. DISCUSS TOPICS FOR NEXT MEETING

Our next meeting is scheduled for October 8, 2019. We will be further discussing the shelter contract with Animal Medical Center.

6. ADJOURNMENT

Commander Morrison adjourned the meeting at 3:48 p.m.

I attest that these minutes are true and correct.

Sheri Morrison
Police Commander