



# Animal Shelter Advisory Board

## **Minutes**

### **Regular Meeting**

**October 11, 2023 – 6:00 pm**

**Wylie Municipal Complex – Council Chambers**

**300 Country Club Road, Bldg. 100**

**Wylie, TX 75098**

### **CALL TO ORDER**

*Announce the presence of a Quorum.*

Amber Porter called to order the Animal Shelter Advisory Board meeting at 6:04 p.m. Board members present Shelia Patton, Lt. Matt Miller, Amber Porter, Jeff Forrester, Joe Webb, and Susan Cranford. Dr. Brad Abraham and Laurie Black are absent. Quorum is present.

### **INVOCATION**

The invocation was given by Jeff Forrester.

### **CITIZENS COMMENTS ON NON-AGENDA ITEMS**

*Residents may address Council regarding an item that is not listed on the Agenda. Residents must fill out a non-agenda form prior to the meeting in order to speak. Council requests that comments be limited to three (3) minutes. In addition, Council is not allowed to converse, deliberate, or take action on any matter presented during citizen participation.*

### **REGULAR AGENDA**

- 1. Consider and act upon the Animal Shelter Advisory Board minutes of July 12, 2023. (ASAB Chair)**

#### **Board Action**

A motion was made by Jeff Forrester to accept the Animal Shelter Advisory Board minutes of July 12, 2023, as presented. Joe Webb seconded to accept the Animal Shelter Advisory Board minutes of July 12, 2023, as presented. A vote was taken, and the motion passed unanimously.

Jeff Forrester stated that Dr. Brad Abraham was misspelled on page four of the July 12th minutes.

**2. Consider and place on file the 2023 third-quarter statistical information for shelter operations. (ASAB Chair)**

**Board Action**

A motion was made by Susan Cranford to accept and place on file the 2023 third-quarter statistical information for shelter operations, as presented. Jeff Forrester seconded to accept and place on file the 2023 third-quarter statistical information for shelter operations, as presented. A vote was taken, and the motion passed unanimously.

**WORK SESSION**

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**WS1. Discuss Animal Services facility's current status, needs for improvement, and future growth.**

Lt. Matt Miller discussed the process of getting a consultant to look at the shelter for our current and future needs. He also discussed the rough quote for the existing building to be restructured. This restructuring is only for immediate needs.

Shelia Patton stated that the quote was for an explanation of the state quarantine rooms, two isolation rooms for sick or injured animals, staff bathrooms, showers, an intake room, and restructuring hallways. The goal is to have separate buildings for Animal Services operations and the adoption center.

Joe Webb asked about the square footage and if we would lose any yards for the animals.

Lt. Matt Miller answered that we are waiting for the consultant so we will have a better idea of what needs to be done.

Jeff Forrester asked if this quote is for both the additional building and the restructuring of the current building.

Lt. Matt Miller stated that the quote is for restructuring the existing building for immediate needs. He also said that tonight's meeting is to get feedback from the board members on the consultant and the restructuring of the existing building.

Jeff Forrester wants to be sure that changes to the existing building are done after the consultant looks at everything so we don't make changes to the changes. He also thinks this is definitely something that we need to do and is worthy of going up to the council for a work session.

Joe Webb asked if it would make sense to build up instead of out because it is cheaper to build one foundation.

Lt. Matt Miller stated that we will rely on the consultant and engineering for that. He also wanted to clarify that the consultant would check everything before we started restructuring the current building.

Amber Porter stated that her only concern is what the consultant will say about the existing building.

Susan Cranford noted that she agrees with Amber Porter. She also said that this has to be done for the sake of the animals and the employees. She is looking forward to what the consultant will say.

Amber Porter wants to be sure this is for the future, too. She wants the new facility to last as long or longer as the old one.

Lt. Matt Miller stated that this will also have to be approved by the state.

Shelia Patton stated that the DSHS will need to approve the plans because we are a state-approved quarantine facility.

Jeff Forrester asked if we had a timeline for restructuring the existing facility.

Lt. Matt Miller stated that we haven't gotten that far. It was just a rough estimate quote so we would have a rough idea of the cost of the restructuring.

Jeff Forrester asked what is the wait time from the state.

Shelia Patton said it would not take long for the state to approve the plans. Also, this is a specialty consultant, so we shouldn't hit many roadblocks to get the consultant.

Lt. Matt Miller said that the ball will be rolling very quickly with getting the consultant.

Jeff Forrester stated that there are only three council meetings left if we want it on the agenda before the end of the year.

Joe Webb asked if we had any drawings of the restructuring.

Lt. Matt Miller said we have some rough sketches that he could send out but that the consultant still needs to look at them. He also wants everyone to know that Lt. Trey Cotten will be the new liaison at the next meeting sometime in February.

## **ADJOURNMENT**

Motion was made by Susan Cranford and seconded by Jeff Forrester to adjourn the meeting. With no further business before the board, the board's consensus was to adjourn at 6:50 p.m.

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**ASAB Chair**

**ATTEST:**

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**Shelia Patton, ASAB member**