



# Animal Shelter Advisory Board

## **Minutes**

### **Regular Meeting**

**October 19, 2022 – 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.*

Dr. Brad Abraham called to order the Animal Shelter Advisory Board meeting at 6:05 pm. Board members present Shelia Patton, Amber Porter, Susan Cranford, and Jeff Forrester. Quorum is present.

Staff Liaison Lt. Matt Miller is also 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 an Animal Shelter Advisory Board minutes of September 14, 2022.  
(ASAB Chair)**

**Board Action**

A motion was made by Dr. Brad Abraham to accept the Animal Shelter Advisory Board minutes of September 14, 2022, as presented. Jeff Forrester seconded to accept the Animal Shelter Advisory Board minutes of September 14, 2022, as presented. A vote was taken, and the motion passed unanimously.

- 2. Consider and act upon updates to current Animal Shelter Advisory Board Bylaws to reflect updates by city ordinance.**

**Board Action**

A motion was made by Jeff Forrester to accept and place on file updates to the Animal Shelter Advisory Board Bylaws, as presented. Dr. Brad Abraham seconded to accept and place on file updates to the Animal Shelter Advisory Board Bylaws, as presented. A vote was taken, and the motion passed unanimously.

- 3. Consider and act upon approval of the Animal Shelter Advisory Board Rules of Procedure.**

**Board Action**

A motion was made by Amber Porter to accept and place on file the Animal Shelter Advisory Board Rules of Procedure, as presented. Dr. Brad Abraham seconded to accept and place on file the Animal Shelter Advisory Board Rules of Procedure, as presented. A vote was taken, and the motion passed unanimously.

- 4. Consider and place on file the 2022 third quarter statistical information for shelter operations. (ASAB Chair)**

**Board Action**

A motion was made by Jeff Forrester to accept and place on file the 2022 third quarter statistical information for shelter operations, as presented. Dr. Brad Abraham seconded to accept and place on file the 2022 third quarter statistical information for shelter operations, as presented. A vote was taken, and the motion passed unanimously.

## **WORK SESSION**

---

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

Jeff Forrester stated the facility needs to be able to handle the growth in the city's population and the number of animals coming into the shelter. He would like to see multiple options for improvements, expansions, and/or adding a new building to the facility.

Amber Porter would like all the animals to be housed indoors.

Susan Cranford would like a separate building for an adoption center.

Lt. Matt Miller stated that Shelia Patton has looked into the history of the current facility.

Shelia Patton stated that she has worked at the city for 16 years, and during that time, there has only been one improvement to the facility. It was to add a laundry room, a cat playroom, office space, and a ceiling to the cat room. The shelter was built in 2000, and the city's population was about 15,000 at that time. The shelter was built as a shared space between Animal Services and the Service Center. In 2006 the city's population increased to about 33,000; because of this, the city renovated the shelter. They added a parking lot, removed the kennels from inside the building, added a new dog building, and added the indoor/outdoor runs in the bay. The city's current population is about 61,000. With the increase in population, our intakes and services have gone up. The city has grown since 2000, but the facility hasn't grown with it. Shelia suggests getting a shelter planner to look at our current and future needs. The shelter planner would also ensure that the facility complies with state laws.

Jeff Forrester has two questions. What is the cost of a consultant? Do we have a list of partners we currently work with?

Shelia Patton stated she has not contacted a shelter planner yet. She will check into it and get back to the board.

Jeff Forrester's recommendation is to find out the cost of using a shelter planner or a consultant. He would also like several options for improvements, expansions, and/or adding a new building to the facility.

Susan Cranford agrees with everything that was said. She stated that getting a shelter planner would be best because they would be the most knowledgeable.

Amber Porter agrees with everything. She would like all the animals to be brought indoors and for there to be a separate building for an adoption center.

Dr. Brad Abraham said he agrees with everything. He likes that the current facility has a drop off area for after hours impounds and emergencies.

Lt. Matt Miller stated the current facility is not what we want to present as a city. He would like clarification from Amber about the animals being outdoors.

Amber Porter does not want the animals housed outdoors or in a separate building.

Lt. Matt Miller, in reference to the cost of a new facility, Holstead ran some numbers based on the Public Safety Building and came up with a 10,000 square foot facility being about 2 million dollars. This amount was a rough estimate; it went before council and was removed. Everyone knows it's time for improvements, but we must start the process.

Jeff Forrester stated he wants to see a facility that the city can be proud of, and the current facility is outdated, and it is time for improvements.

Shelia Patton stated that we would look into all the recommendations.

Lt. Matt Miller stated we would look into general numbers and get back to the board. He also stated that the staff and he are excited about the new facility.

Shelia Patton stated that the staff has worked hard to present the facility in a positive light, and she is excited to be working toward improving the facility.

## **ADJOURNMENT**

Motion was made by Dr. Brad Abraham and seconded by Jeff Forrester to adjourn the meeting. With no further business before the board, the board's consensus was to adjourn at 6:49 pm.

  
**ASAB Chair**

## **ATTEST:**

  
**Shelia Patton, ASAB member**