

**Animal Shelter Advisory Board Minutes May 7, 2014**

**STATE OF TEXAS           §**

**COUNTY OF TARRANT   §**

**CITY OF BEDFORD       §**

The Animal Shelter Advisory Board of the City of Bedford, Texas, met in regular session at 4:30 p.m. in the Training Room of the Bedford Police Department, 2121 L. Don Dodson Drive, on the 7th day of May, 2014, with the following members present:

Eric Griffin  
Mark Bellinghausen  
Dawn Orr  
Sandy Osburn  
Connie Ziegler-Stout

Deputy Police Chief (Staff Liaison)  
Animal Control Supervisor  
Chairman  
Vice-Chairman  
Board Member

constituting a quorum.

Also Present:

Michael Boyter

Council Liaison

(The following items were considered in accordance with the official agenda posted on the 2<sup>nd</sup> day of May, 2014.)

**CALL TO ORDER**

Chairman Dawn Orr called the meeting to order at 4:47 p.m.

**ROLL CALL**

**APPROVAL OF MINUTES**

- 1. Consider approval of the following Animal Shelter Advisory Board Minutes:**  
a) March 5, 2014 regular meeting:

Chairman Dawn Orr made the motion to approve the minutes of the March 5, 2014, Board meeting.

Vice-Chairman Sandy Osburn seconded the motion.

The minutes were approved by consent.

**OLD BUSINESS**

- 2. Discussion on Shelter Statistics.**

The February 2013 & 2014, and March 2013 & 2014, monthly statistic reports were distributed to Board Members for review.

Board Member Connie Ziegler-Stout stated that, in her opinion, the statistics for this year are better than last years. She stated that she continually tries to figure out more ways to get the animals adopted. She inquired if there had been any follow-up with Pet Supermarket regarding adoptions.

Deputy Chief Eric Griffin advised that he had spoken with the manager of Pet Supermarket. At this time, there is a legal liability issue regarding who retains ownership of the animal and how that liability affects the City; which will need to be addressed.

Animal Control Supervisor Mark Bellinghausen explained that Pet Supermarket wants the Animal Shelter to retain ownership of the animals while they are housed at their facility waiting for adoption.

Board Member Ziegler-Stout informed the Board that Animal Shelters in the cities of Irving, Arlington and Hood County are partnering with pet stores.

Deputy Chief Griffin stated that he recently spoke with Fred Sanderson from the City of Irving to find out how they handle the legal liability of partnering with pet stores. Mr. Sanderson advised that the issue had to go before City Council. Deputy Chief Griffin is waiting for additional information to be sent by Mr. Sanderson. Deputy Chief Griffin further stated that volunteers, who have been through the proper training, handle all of the responsibilities for partnering with pet stores for the City of Irving Shelter.

Board Member Ziegler-Stout stated that she would be willing to volunteer to pick up and deliver animals for the Bedford Shelter. She advised that she was informed by the Manager of Pet Supermarket that the store takes care of feeding, cleaning and the adoption for the animals. The Manager also informed her that monies for the adoptions are returned to the City. Board Member Ziegler-Stout explained that other stores, such as Petco and PetSmart, require volunteers to feed and clean cages for the animals who are partnered there from other sources.

Jennifer Alexander, a member of the audience who previously worked for the rescue group at Pet Supermarket, stated that she could answer any questions or concerns that the Board might have regarding the process used at Pet Supermarket. She explained that the City would need to have liability insurance in case a bite or scratch occurred while the animal(s) were housed at Pet Supermarket.

A volunteer from Panther City, a 501c3 organization in Fort Worth, advised that the lawyer for Panther City drew up a "Waiver of Liability" that has been accepted by other municipalities for partnering with pet stores.

---

Deputy Chief Griffin stated that he would contact the City of Arlington and Hood County to find out what process they use for partnering with pet stores.

Council Liaison Michael Boyter inquired why there is such a large variance in City licenses issued between February 2013, and March 2013, on the statistical report.

Mr. Bellinghausen advised that potentially the reminder notices for pet license renewal had not been sent out in the correct month in 2013.

Chairman Orr inquired how new citizens are notified regarding City pet licensing requirements.

Mr. Bellinghausen stated that City pet licensing information was previously included in the Welcome Packets distributed to new citizens. However, he is not sure if that information is still included in the Welcome Packet.

Council Liaison Boyter advised that he will check on the City pet licensing information. He stated that he is working with another group that is getting involved with the Welcome Packet. He feels this would be a perfect opportunity to distribute the pet licensing information and educate new residents.

Council Liaison Boyter inquired if the Board would like for him to relay some of the Shelter statistical information during the Council meetings. Board Members felt that statistical information provided to Council would benefit the Shelter.

Board Member Ziegler-Stout stated that she has not had an opportunity to review the "Surrender Agreement." She would like to have a section added that asks where the pet owner originally acquired the animal. If the animal was acquired from a rescue group, the rescue group could be contacted to pick up the animal. She stated that she feels this would be one additional way to improve the Shelter's statistics. Board Member Ziegler-Stout asked Mr. Bellinghausen to add a review of the Surrender Agreement to the next Board meeting agenda for discussion.

### **NEW BUSINESS**

#### **3. Discussion of the Vacant General Public Position on the Board.**

The Board inquired if there has been any interest in the position.

Mr. Bellinghausen stated that he was only aware of one application that has been received at City Hall.


Vice-Chairman Osburn inquired if notices had been posted to inform the public of the open position. She stated that she had applied for her current Board position after seeing a notice that had been posted at the Boy's Ranch regarding the open position.

Council Liaison Boyter advised that the City website posts general information stating that the City has open positions on Boards. This information encourages anyone who is interested to fill out an application and to check the individual Boards to see what positions are available. He stated that Board positions are an open process and the City accepts applications anytime. He further stated that generally twice a year, in July and December, City Council will hold formal interviews for open Board positions from the applications that have been submitted. Council Liaison Boyter stated that he will find out if any applications have been received and try to expedite the process due to this Board having two open positions.

---

### **ADJOURNMENT**

Chairman Orr motioned to adjourn the meeting and Vice-Chairman Osburn seconded the motion. There was no opposition and the meeting was adjourned at 5:18 p.m.

  
Chairperson