



## CITY OF SHERMAN ANIMAL CONTROL ADVISORY COMMITTEE MEETING MINUTES

**Date:** Wednesday, January 20, 2021

**Time:** 5:15 p.m.

**Location:** via Zoom

Present:

**Staff:**

Chief Zachary Flores

Assistant Chief Wes Trisler

Lt. John Kennemer

**Board Members:**

Kyle Wiser, Chair

Morgan Simpson

Sandra Melton

Raven Schellenberg

Amber Doan

Mignon Plyler

Stephanie Phillips

### I. Approval of Minutes

A motion was made by Sandra Melton with a second from Raven Schellenberg to approve the 01/07/21 minutes.

### II. Appointment of Vice-Chair

Kyle Wiser, the Chair of the Committee, indicated that Stephanie Phillips was previously elected to Vice-Chair.

### III. By-Laws Revision

Term length for Supervisor – By-Laws Article III. Section B. establishes terms of office for the Committee members. It states members shall not serve more than two full consecutive terms. The amendment will be made to add – unless the member position on the Committee is dictated in Resolution as City staff. The amendment as presented will be voted on at the next meeting.

Officer term length – By-Laws Article IV.A.2. indicates officers shall be elected for a term of one (1) year. The amendment will be made to a term of two (2) years. The amendment as presented will be voted on at the next meeting.

### IV. Distribution of Terms

By-Laws Article III. A. establishes membership as follows:

3 members for 3 years – Supervisor, Licensed Veterinarian, Municipal Official

3 members for 2 years – Rep from Animal Organization, Citizen, Citizen

2 members for 1 year – Citizen, Citizen

The members that fill those Citizen positions are as follows:

2 year – Kyle Wiser and Amber Doan

1 year – Mignon Plyler and Raven Schellenberg

We will consult with the City Clerk's office on the start date for the members' terms.

The Licensed Veterinarian member has been vacant since the Committee started but we now have Dr. Ken Lawrence who will apply for appointment by the City Council to the Committee.

#### **V. Meeting Schedule**

By-Laws Article V.B. states the Committee will meet routinely based upon an adopted meeting schedule, at least quarterly....

A motion by from Mignon Plyler was made to adopt the following quarterly schedule with a second from Amber Doan. All were in favor.

1<sup>st</sup> Quarter – 02/10/21

2<sup>nd</sup> Quarter – 04/14/21

3<sup>rd</sup> Quarter – 08/11/21

4<sup>th</sup> Quarter – 10/13/21

Special meetings may be called.

#### **VI. City Ordinance Foundation Document**

Sample city ordinances were distributed previously to review as a draft foundation document. Stephanie Phillips suggested that we review a more progressive city ordinance; i.e. City of Rockwall or City of Irving. After some discussion, it was decided to start with those city ordinances and format to City of Sherman. Those documents will be sent to Committee members to review and edit with their individual revisions due back to the Police Department by Wednesday, February 3, 2021.

#### **VII. Other Business**

The new animal adoption trailer was taken to City Council the previous evening and should be out at the Town Center this weekend.

Chief Flores is interviewing a potential animal control officer. If hired, Animal Services will be fully staffed.

The roofs and gutters at the shelter are being covered 100% by insurance.

Next meeting is 02/10/21 at 5:15 p.m. via Zoom.

The meeting was adjourned at 6:04 p.m. on motion from Sandra Melton with a second from Stephanie Phillips.

Minutes respectfully submitted by Karen Wolff