

MINUTES
DR. PAUL & HARRIET LILLARD AD HOC MEMORIAL ANIMAL SHELTER
CONSTRUCTION COMMITTEE
REGULAR MEETING
TUESDAY, APRIL 18, 2023

COMMISSION MEMBERS PRESENT

Joel Hood, Chair
Jackie Rhoten, Vice Chair
Libby Gonzales
Star Kinder

CITY STAFF PRESENT

Michael Smith, City Manager
Shalyn Burritt, City Secretary

COMMISSION MEMBERS ABSENT

Michael Booher, Animal Control Officer

SWEARING-IN OF BOARD MEMBERS - CITY SECRETARY

All members present were given the Oath of Office and Statement of Officer by the City Secretary and then signed and submitted their forms.

1. CALL TO ORDER

Meeting called to Order by the City Manager at 6:03 p.m.

2. NOMINATIONS/APPOINTMENT OF CHAIR AND VICE CHAIR OF COMMITTEE.

The City Manager opened the floor for nominations for Chair of the Animal Shelter Committee. Star Kinder made a motion to nominate Joel Hood as Chair.

Libby Gonzales seconded the motion.

Joel Hood abstained from voting.

Motion carried with unanimous consent.

Joel Hood opened the floor for nominations for Vice Chair.

Star Kinder made a motion to nominate Jackie Rhoten as Vice Chair of the Animal Shelter Committee.

Libby Gonzales seconded the motion.

Nomination carried with unanimous consent.

3. DISCUSSION/UPDATES REGARDING THE CONSTRUCTION STAGES OF THE ANIMAL SHELTER.

The City Manager presented a floor plan of the Animal Shelter to committee members, with the latest changes made. The City Manager explained there were essentially three stages of building: the kennels, the outer walls, and the inside of the building. Discussion was held regarding the dimensions of each room, plumbing, showers, drains and doorways. Star Kinder inquired whether one door could be removed from the exam room. The City Manager explained the doors were all necessary for access in and out of the room. Jackie Rhoten discussed that there was an exam table with plumbing that had been purchased and wondered if that had been worked into a floor plan. The City Manager indicated that the table was drawn into the floor plan, in the quarantine room. Star Kinder suggested that the foyer be bigger. The City Manager said there was room for three people in the office, and the office could be made smaller to give more room to the foyer. Joel Hood suggested that three feet could be taken from the length of the office to extend the foyer. Star Kinder inquired whether a window could be installed on the wall of the cat room. The City Manager pointed out that that wall was the wall intended for the donation tree with leaves. Joel Hood suggested that a half glass door be installed for the cat room for people to be able to look inside. Star Kinder asked if a sink would be installed in the cat room. The City Manager said no, plumbing had already been set, and additional lines would have to be run through the roof. The City Manager discussed that the Friends of the Shelter had purchased guillotine doors and the examination table for the shelter, but needed to know the amount in donations the Friends had received towards the construction of the shelter. Star Kinder replied that the Friends of the Shelter would like to purchase items for the office and the cat room and then see what else the shelter needed. The City Manager explained in order to take this all to the Council, the City would need to know the complete amount that the Friends would be giving toward the cost of the shelter. Star Kinder relayed that several members were afraid that after the donations were given toward the shelter, that the Friends of the Shelter would not have access to the shelter. The City Manager explained that he had spoken with members and assured them that would not

happen. Star Kinder stated that she would offer to work there during the week to help, and suggested that the Friends would like to purchase the items for the office. The City Manager agreed he would speak with Animal Control Officer, Michael Booher, about what he would need for his office, but at this time, the construction costs for the shelter in the amount of \$326,605.00 did not include the interior furnishings. The insurance proceeds and donation from Jack County totalled \$145,417.00. The City Manager explained that he would need the full amount that was going to be donated from the Friends of the Shelter toward the construction of the shelter, so the Council would then know how much more would be needed to complete construction. Star Kinder reminded the committee that the Friends of the Shelter had already purchased the guillotine doors and exam table, around \$68,000 in those purchases. Star Kinder inquired about the ceiling and the City Manager discussed that it would be a drop ceiling. Star Kinder asked if the fencing was included in the construction costs behind the kennels. The City Manager said he was uncertain, but believed the construction costs only included the structure. Star Kinder asked about the signs on the outside of the building. The City Manager discussed the signage on the outside of the shelter would be determined later, but that the City plans to add bronze signs on the inside of the shelter to recognize the Lillards, as well as the board members of the Friends of the Animal Shelter, and the City Council Members in place during the building of the shelter. Additionally, the Friends were planning to paint a tree on an interior wall and add leaves with names of significant donors. Star Kinder added that the Friends of the Shelter would also like to have signs to honor Kim Gibby and Dr. West. The City Manager again reiterated that a bottom line of the amount to be given by the Friends for the construction of the shelter would help the City Council factor in how much more would be needed to complete construction. Star Kinder suggested that more money could be raised, but the City Manager stated again that there is a need for a firm amount to be given from both sides for the necessities of the construction of the shelter, because invoices would be coming in soon. Libby Gonzales stated that if the committee made changes that were going to cause the City to go over budgeted funds, that she would be hesitant to agree to those, and wants to see firm numbers before any changes are made. The City Manager agreed, and reiterated that a total amount to be donated by the Friends of the Shelter was necessary to take to the City Council in order to get funds to pay for the construction and necessities to eventually have a running shelter. Joel Hood pointed out that the interior floor plans can be adapted over time if needed, but it wasn't important to focus on now. Star Kinder again requested a separate list of office items to be purchased by the Friends of the Shelter. The City Manager explained that the amount should be lumped together, and that a total amount was needed from the Friends of the Shelter for donation, not just purchasing items separately. Star Kinder asked about a time frame for completion. The City Manager estimated the shelter would be completed before Christmas, but probably much sooner, depending on the wait for materials needed. Jackie Rhoten inquired if they had only suggested two changes so far, a door with a window in the cat room and moving the wall of the office to enlarge the foyer, and the committee agreed. The City Manager said he would check on the fencing that would go behind the kennels. The kennels were designed to hold 15 animals, but with the addition of the guillotine doors and fencing, the kennels could accommodate up to 30 animals. Libby Gonzales asked what the normal number of animals being housed is, and the City Manager replied around ten. He suggested that further in the future, the shelter could easily be added onto if needed. Star Kinder inquired about the water well, and the City Manager explained that the same well would be used and it had recently been tested and the City was waiting for the results. Joel Hood inquired about the foundation at the end of the kennel that is open and to be used as an outside wash. The City Manager explained that the foundation had been built up and compacted. Joel Hood asked if a drain was installed and the City Manager said he believed there was one. Star Kinder asked about a retaining wall and Joel Hood asked if water build up from the dog wash could buildup in that area. The City Manager agreed to check with the contractor. Joel Hood asked if the area was uncovered, but noticed posts on the floor plan to indicate a covered roof. He also inquired about the integrity of the footing if the water did not drain and was being contained by the cinder block walls. The City Manager said he would verify if the area was covered and if there was a drain. Joel Hood asked the committee if there were any other specific questions, and inquired if there are stages of the build. The City Manager explained there are two more stages - getting the facility enclosed fully and then interior finish work. He explained that the interior finish would be neutral in color, and the City would reach out to the Lillards and others for photos of Dr. West, Kim Gibby and the Lillards. Star Kinder agreed and said that the first \$80,000 in donations came from Kim Gibby's work. Jackie Rhoten asked when the Council would need the full amount from the Friends of the Shelter. The City Manager explained there was a council meeting on Monday and then again on May 8th. He requested the amount in the next three weeks. Star Kinder suggested they would have the amount by May 8th. Libby Gonzales inquired about the expectations for meeting again as a committee. The City Manager suggested that they allow the Friends of the Shelter to meet, allow the Council to meet and receive the amount of donations on May 8th, and then the committee would meet again after that Council meeting. Star Kinder suggested meeting again on May 16th. Joel Hood stated the next meeting would be May 16th at 6 p.m. in the same location. The City Manager said by the 16th, the construction should be nearing the completion of stage two.

4. ADJOURNMENT

Libby Gonzales made a motion to adjourn the meeting.
Star Kinder seconded the motion.
Motion carried with unanimous consent.

APPROVED BY THE DR. PAUL & HARRIETT LILLARD AD HOC MEMORIAL ANIMAL SHELTER CONSTRUCTION COMMITTEE OF THE CITY OF JACKSBORO, TEXAS ON THE 7TH DAY OF AUGUST, 2023.

APPROVED



Joel Hood
Chair

ATTEST:

Shalyn Burritt
Shalyn Burritt
City Secretary