

# SMITHVILLE BOARD OF ALDERMAN

## WORK SESSION

November 15 2022, 6:30 p.m.  
City Hall Council Chambers and Via Videoconference

### 1. **Call to Order**

Mayor Boley, present, called the meeting to order at 6:31 p.m. A quorum of the Board was present: John Chevalier, Leeah Shipley, Ronald Russell, Marv Atkins, Dan Ulledahl and Dan Hartman.

Staff present: Cynthia Wagner, Gina Pate, Chief Jason Lockridge, Stephen Larson, Chuck Soules, and Linda Drummond. Matt Denton and Jack Hendrix were present via Zoom.

### 2. **Review of Draft RFQ – Animal Care and Housing**

Cynthia noted that in September staff reviewed enforcement of Chapter 235, relating to dog and cat regulations with the Board because of the expansion of the water treatment plant facility. That expansion will have an impact on our existing animal care facility. The expansion will not happen until 2025 at the earliest but probably closer to 2026.

In preparation for that meeting, staff had been in discussions with Friends of Megan's Paws & Claws and also had discussions with area veterinarians about the possibility of providing for implementation of the animal code through a Request for Qualifications (RFQ) process. With the information staff presented to the governing body at that work session, the Board directed staff to develop a Request for Qualifications (RFQ) for animal care and housing services to meet the requirements of Chapter 235 be developed and issued. The Board has also asked staff to explore other methods to enforce the ordinance.

Cynthia noted that the Board did not have to make any decisions in the near-term, that they have a time to come up with plans and review options. At this time, we are looking at the option of addressing the animal code internally and looking at the possibility of contracting it. Cynthia explained that the internal piece includes where we would house animals who are in violation of the code, how we would provide expanded staffing for that in terms of an animal control officer etcetera.

The external side would be issuing a Request for Qualifications (RFQ) for those services of housing and care in coordination and in compliance with the Animal Ordinance Section 235.

Cynthia noted that staff has begun working internally on developing a job description for animal control, looking at costs and developing that information for further review. We will also need to look at interest of potential providers, what those costs would be and level of service that would be provided.

Staff has created a Request for Qualifications (RFQ) after having discussions with a representative from the Friends of Megan's Paws & Claws. Staff is looking to ensure that this meets the desires of the Board to determine what level of service will be and

look at and the cost. We will also need to work at establishing and putting together information on what an in-house option would look like.

Staff anticipates coming back to the Board sometime after the first of the year probably in late January or early February to have the discussion of what options the Board desires as priorities in moving forward. Cynthia noted that this also sets us up for discussions in the budget. She reiterated that no decisions need to be made right now, we need to be working toward a longer-term solution.

Cynthia noted that in the packet, staff provided the draft RFQ with Board direction staff would post it later this week, giving plenty of time over the holidays to get those responses back before the end of the year. Review of the responses after the first of the year, going into some interview process to see what services could be provided and what cost that would entail. The information we receive then will be compared with in-house services and then discussed with the Board to determine their priority and direction.

Cynthia noted that tonight staff looking for from the Board is does RFQ fit the needs of what they anticipated and what we are looking at and is a process that we still want to move forward with.

Alderman Russell asked if the city would be responsible for the animal care facility.

Cynthia noted that we are trying to determine what the options we have as to the City's requirements and responsibilities that are outlined in Chapter 235. In September the Board directed staff to look into if we contract with another firm and that is what the RFP would tell us or do we provide the housing and care of animals. Cynthia noted that we would not have the room to house them at the Megan's Paws & Claws facility when the time comes that we expanded the water treatment facility. Cynthia noted that we do not know what the options are at this time.

Alderman Russell asked if we are just exploring our options.

Cynthia said we were.

Alderman Hartman asked what feedback staff received from the local veterinarians.

Cynthia noted that we invited representatives from all of the clinics in the area and only had one attend. The one that attended was interested. Staff was hoping that other entities that might provide information to give us something that we could review and make the determination as to level of service the Board required.

Alderman Chevalier asked to look into an option to add cats to the list.

Cynthia noted that Section 235 is written for dogs but if that is something the Board wishes to look at changing staff can bring that forward at a work session.

Alderman Chevalier said that was something he would like to see.

Alderman Russell noted that there are places in Section 235 that talks about animals and a couple that mentions cats and he think that needs to be clarified. He agreed that we should also add cats but noted that topic opens up a whole other issue that needs to be discussed and that is feral cats. He said that whether we are seeing dogs or cats being dumped he thinks it needs to be addressed.

Mayor Boley explained that the Parkville Shelter offers a cat drop off service and will let us participate in that for the small fee of \$100. If you compare that to what it would cost for us to do that in the house that fee is very minimal. Mayor Boley noted that this service is only for cats, and they are just asking for participation from other municipalities.

Mayor Boley noted that if the Board wanted to make a priority to allow Smithville residents to use that service we could look into that. Plus, a \$100 check to them is lot cheaper than staff time to rewrite the ordinance for cats.

The Board all agreed that we should participate in Parkville Shelter's drop off service.

Alderman Russell asked if we would take surrenders if someone did not want to care for their cat any longer.

Mayor Boley and Cynthia both noted that we do not take surrendered dogs or cats.

Alderman Hartman asked Cynthia if she is looking for direction from the Board to move forward with the RFQ.

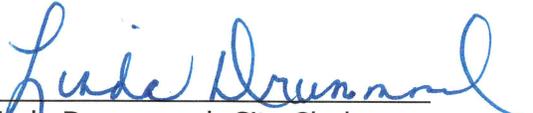
The Board all agreed for staff to move forward with the RFQ.

Cynthia noted that staff will get the RFQ posted and should bring information back to the Board probably in the February timeframe.

### **3. Adjourn**

Alderman Ulledahl moved to adjourn. Alderman Russell seconded the motion.

Ayes – 6, Noes – 0, motion carries. Mayor Boley declared the Work Session adjourned at 6:42 p.m.

  
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Linda Drummond, City Clerk

  
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Damien Boley, Mayor