ANIMAL CONTROL
COMMISSION MEETING

MAY 20, 2019
FAIRBANKS NORTH STAR BOROUGH ANIMAL CONTROL COMMISSION MEETING AGENDA
MONA LISA DREXLER ASSEMBLY CHAMBERS AT THE
JUANITA HELMS ADMINISTRATION CENTER
907 TERMINAL STREET, FAIRBANKS, ALASKA

May 20, 2019. 6:00 P.M.

A. ROLL CALL

B. MESSAGES
   1. Citizen’s Comments – limited to three (3) minutes
      a. Agenda items not scheduled for public hearing
      b. Items other than those appearing on the agenda
   2. Disclosure & Statement of Conflict of Interest

C. APPROVAL OF AGENDA AND CONSENT AGENDA
   Approval of consent agenda passes all routine items indicated by asterisk (*) on agenda. Consent agenda items are not considered separately unless any Commission member or citizen so requests. In the event of such request, the item is returned to the general agenda.

D. *MINUTES
   1. *Minutes from April 15, 2019

E. UNFINISHED BUSINESS
   1. Shelter report
   2. Commercial sale of exotic animals
   3. Licensing
   4. Budget
   5. Legislative bills or activity of interest

F. NEW BUSINESS
   1. Mayor’s memo
      a. Sled dog housing
      b. Disposal of commercial animals
      c. Bites
      d. Shelter facility

G. EXCUSE FUTURE ABSENCES       June 17

H. COMMISSIONER’S COMMENTS/COMMUNICATIONS

I. ADJOURNMENT
MINUTES

APRIL 15, 2019
FAIRBANKS NORTH STAR BOROUGH ANIMAL CONTROL COMMISSION

MINUTES
APRIL 15, 2019

A regular meeting of the Fairbanks North Star Borough Animal Control Commission was held in the Mona Lisa Drexler Assembly Chambers, Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska. The meeting was called to order at 6:00 p.m. by Scott Chesney, Chair.

A. ROLL CALL

MEMBERS PRESENT: Ronnie Rosenberg Mary Fortune
Alex Thornton Lindsey Heaney
Gail Gardner Scott Chesney

MEMBERS ABSENT & EXCUSED: Link Olson, Jamie Marschner

OTHERS PRESENT: Sharon Wittenkeller, Clerk

B. MESSAGES

Citizen’s Comments – None.

Disclosure & Statement of Conflict of Interest – None.

C. APPROVAL OF AGENDA

Motion: To approve the agenda made by Commissioner Thornton and seconded by Commissioner Rosenberg.

PASSED WITHOUT OBJECTION OR ROLL CALL VOTE.

D. APPROVAL OF MINUTES

Minutes from March 19, 2019.

Motion: To approve the minutes with correction of the spelling of Commissioner Marschner’s last name made by Commissioner Rosenberg and seconded by Commissioner Heaney.

PASSED WITHOUT OBJECTION OR ROLL CALL VOTE.
E. **UNFINISHED BUSINESS**

1. Shelter Report presented by Sandy Hill
   Interview recommendations for the casual position have been sent to HR. Updated on staff attendance and availability. The budget was presented to the Assembly and moved to be approved, final processes should be completed in the middle of May. No big changes to animal population. Upcoming trainings; Officer Ross will attend the Module B of the NACHO (National Animal Control and Humane Officer Training Academy) training in June, and three officers will attend the Alaska Animal Control Association meeting May 9th-10th.

2. Commercial sale of exotic animals
   **Commissioner Thornton** handed out documents with information in regards to regulations of commercial sales of exotic animals, and reported on the information he researched. Discussion ensued among Commissioners. It was decided **Commissioner Thornton**, would draft a letter to Petco on a commercial level in regards to the concerns of exotic animals sales in the FNSB area for review by the Commission at the next meeting.

3. Budget
   Sandy Hill reported they presented a flat budget to the Assembly. It was motioned to be accepted at this stage.

4. Legislative bills or activity of interest – None.

F. **NEW BUSINESS**

1. Licensing
   The commission agreed to review and submit the 2016 draft of a licensing ordinance to legal for review.

2. Ft. Wainwright deployment and increasing relinquishment
   **Commissioner Rosenberg** has reached out to Janice Westland with USO on base, and Angela Major, an Assembly member. **Commissioner Rosenberg** reported most of the military personnel that will be deploying are mainly housed in the barracks and would not have pets. **Commissioner Rosenberg** is working to find out who she can work with on base and the number of possible animal relinquishments, and looking to start work on a handout of for people on the base for resources available to them for relocating their pets with them when they move.

G. **EXCUSE FUTURE ABSENCES**
   May 20

H. **COMMISSIONER’S COMMENTS/ COMMUNICATIONS**

Commissioners’ Comments
Commissioner Rosenberg, stated the shelter is number for the interior with Pick. Click.Give. with 482 people who pledged, for a total of $30,075. Walk for charity is coming up on Friday, May 10th, the shelter is one of the charities, register online at explorefairbanks/charitywalk. Round up at the registered at the food co-op just wrapped up, numbers are not available. Clean up day is Saturday, May 11th at 9:00 a.m. at the Fred Meyer West parking lot, they will be cleaning up their adopted highway. Saturday, June 8th, there will be a pizza, pints, and pups event at Hoodoo Brewery. Since March, the shelter has spent over $27,000 in veterinary bills. Commissioner Rosenberg is looking for someone to work with an artist who has donated her time to do a paint night for fund raising efforts. Tax draft is done and will be filed mid May. The web site, network for good, and the endowment are doing well. They are in the market for a new space for the garage sale in September, GVC has been sold.

Commissioner Chesney, stated the Yukon Quest board elections are coming up, they are always looking for candidates.

I. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:53 p.m.
UNFINISHED
BUSINESS
WHEREAS, The Fairbanks North Star Borough currently does not have a dog and cat licensing requirement, and

WHEREAS, The FNSB Animal Control Commission has recommended implementation of a licensing structure for dogs and cats within the borough; and

WHEREAS, A licensing program increases the chance that a dog or cat will be reunited with its owner in the unfortunate event it is lost. A licensed pet has the owner’s contact information on file with Animal Control; and

WHEREAS, Licensing fees are a source of funds and a method of offsetting the cost of services to the borough residents actually utilizing or benefitting from specific service; and

WHEREAS, Licensing gives Animal Control an opportunity to verify rabies vaccinations; and

CODE AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined
Text to be deleted is [BRACKETED AND CAPITALIZED]
WHEREAS, Licensing will give Animal Control and Emergency Operations statistics of where large numbers of dogs or cats are located for emergency response planning; and

NOW, THEREFORE, BE IT ORDAINED by the Assembly of the Fairbanks North Star Borough:

Section 1. This ordinance is of a general and permanent nature and shall be codified.

Section 3. Section 22.04.010 Definitions shall be amended by adding the following terms:

Multiple animal license – large - means a person or facility, including a lot, dwelling unit, residence or business premise, that owns, houses, possesses, or is the custodian of more than 20 dogs and/or cats.

Multiple animal license – small - means a person or facility, including a lot, dwelling unit, residence or business premise, that owns, houses, possesses, or is the custodian of seven or more but no more than 20 dogs and/or cats.

Section 4. Section 22.06.010.A Adoption fees and deposits shall be amended as follows:

A. An adoptive owner shall pay to the borough animal shelter an adoption fee as established in accordance with FNSBC 3.50.010 plus the current fee for a rabies vaccination if the animal is not currently vaccinated as provided in this title, plus the current license fee. Adoption fees for animals other than dogs or cats shall also be established in accordance with FNSBC 3.50.010.
Section 5. Section 22.06.020.A Impound fees shall be amended as follows:

A. Any animal impounded under this chapter may be redeemed as provided in this chapter upon payment by the owner to the borough of the amount specified in FNSBC 22.06.030, plus a redemption fee as established in accordance with FNSBC 3.50.010, based on the number of previous impounds for the animal in any given 36-month period, with a maximum fee of $300.00. In the event that the impounded animal does not have a current rabies vaccination according to FNSBC 22.16.020 the owner shall pay penalty as established in accordance with FNSBC 3.50.010, in addition to the actual cost of the rabies vaccination. In the event that an impounded dog or cat does not have a current license according to FNSBC Chapter 22.08, the owner shall pay a penalty as established in accordance with FNSBC 3.50.010 in addition to the actual licensing fee and be issued a current license and tag for the dog or cat.

Section 22. A new chapter, Chapter 22.08 Licenses, shall be added as follows:

22.08.010 Dog and cat license required

A. No person may own or harbor a dog or cat in the Fairbanks North Star Borough over the age of four months without obtaining a Borough license tag for the dog or cat except a dog or cat brought into the borough for less than 30 days and such dog or cat is licensed in another jurisdiction.

B. A dog or cat license is not transferable to another person. Any dog or cat over the age of four months which is transferred, sold, or given away within the borough shall be licensed by the new owner within 15 days of the sale or acquisition.

C. The licenses for the following animals shall be at no cost.

1. Dogs used for municipal, state or federal police work.

2. Dogs or cats belonging to a person with a multi-animal license which has paid its annual licensing fee pursuant to FNSBC 22.08.050.
D. All other dogs and cats requiring a license shall be charged a fee as established annually in accordance with FNSBC 3.50.010.

22.08.020 Nonresident dog or cat license required

Non-residents who bring a dog or cat into the borough for 90 days or more shall obtain a dog or cat license for each animal within 15 days of the date of arrival or the date the non-resident knew or should have known the non-residents’ dog or cat would be in the borough for 90 days or more, whichever is later.

22.08.030 Licensing procedure

A. Application for an individual dog or cat license shall be to the animal control division. The application shall include:

1. The name, mailing and residence address of the owner of the dog or cat.
2. The type of animal, i.e. dog or cat.
3. The name, breed, color, age and sex of the dog or cat.
4. Verification by a veterinarian of a spay or neuter;
5. Proof that the dog or cat has a current rabies vaccination; and
6. The required license fee.

B. Licenses shall be valid for a term of up to one, two or three years from the date of issuance, the term selected at the option of the pet owner and shall expire in conjunction with the expiration date or anniversary date of the relevant rabies vaccination. Proof of a current rabies vaccination for the entire licensing period selected is required. License fees are not prorated.

C. An application to renew a license shall be made in the same manner as an application for a new license. A license may be renewed for the following period within 30 days before or after the expiration date. Delinquent renewals shall be charged a $25 penalty. Owners who delinquently apply for a license or a license renewal but have not received a citation will not be issued a citation at the time of application for a license.
D. It is the responsibility of every dog or cat owner to update and provide the borough with current information regarding the items set forth in subsection A above.

22.08.040 License tags and receipts

A. Animal control shall issue the dog or cat owner a numbered receipt and a tag stamped with an identifying number for each license issued under this Chapter. A tag need not be issued if the animal has, or has had, a readable microchip implanted.

1. Animal control will record the microchip number and associate it with the owner and license record.

B. An owner shall display a current borough license tag issued to the dog or cat securely fastened to the dog or cat’s collar or harness at all times except:

1. While confined on the owner’s or custodian’s premises within a building; or

2. While in competition, a recognized animal activity or form of training requiring that a collar not be worn.

3. Notwithstanding subsection D, while at a veterinary office operated by a licensed veterinarian or under current, written, licensed veterinarian instructions not to wear a collar for medical reasons.

C. No person shall use a borough dog or cat license tag or receipt for a dog or cat other than the one for which it was issued.

D. No person, other than the owner, veterinary care provider or animal control staff, shall remove from any dog or cat any license tag or an animal’s collar or harness with an attached license tag.

E. No person shall counterfeit, attempt to counterfeit or attempt to use a counterfeit license tag, receipt for payment of a license, or certificate of rabies vaccination.
22.08.050   Multiple Animal Licensing

A. No person shall own or care for more than seven (7) dogs and/or cats without obtaining a multiple animal license for each physical location where animals are kept. Once a license is issued and paid for pursuant to this section, the owner who applied for the multiple animal license shall be furnished with individual, one year license tags for the dogs or cats listed pursuant to subsection C.7 below. The one year license tag shall expire in conjunction with the expiration date or anniversary date of the relevant rabies vaccination. Tags need not be issued for the animals which have been implanted with microchips. Animal control will record microchip numbers and associate them with the owner in Borough records.

B. The following do not require a multiple animal license:
   1. Veterinary offices operated by a licensed veterinarian for the care and treatment of animals.
   2. Animal day-care or boarding facilities which temporarily board dogs or cats owned by other persons. If a boarding facility has five or more dogs and cats on site at one time for 30 days or more, it must obtain multiple animal license.

C. Application for a multiple animal license shall be to the animal control division. The application shall include:
   1. The name mailing and physical address of the owner of the;
   2. The name mailing and physical address of the operator;
   3. The name and physical address location;
   4. The maximum number of dogs or cats to be held at the. A shall consist of dogs or cats respectively. A multiple animal license – small shall consist of between 7 – 20 dogs and/or cats. A multiple animal license – large shall consist of more than 20 dogs and/or cats.
   7. A complete list of the dogs or cats by rabies certificate numbers including the name breed, color, age, sex and reproductive status for each dog or cat over the age
of four months. Rabies certificates for all dogs or cats must be current for the application to be considered complete. Said list shall be maintained by the owner with current information and must be immediately made available upon request by an animal control officer;

9. The required license fee pursuant to FNSBC 3.50.010.

D. Multiple animal licenses are valid for a period of one year. Individual dog or cat license records are valid for a period of no more than one year, and shall expire in conjunction with the expiration date or anniversary date of the relevant rabies vaccination.

F. It is the responsibility of the person with a multiple animal license to update and provide the borough with current license information regarding the items set forth in subsection C.7.

H. Renewal applications shall be made at least thirty days prior to the expiration of the current license and may rely upon materials submitted with a prior application provided it portrays the current conditions of the facility or location, except current rabies vaccinations proof of each animal over the age of four months and upon certification that there have been no significant changes in the numbers or types of dogs or cats since the prior application.

Section 7. FNSB 1.04.050 Fine Schedule is amended to add the following:

<table>
<thead>
<tr>
<th>Code Section</th>
<th>Offense</th>
<th>Penalty/Fine</th>
<th>Mandatory Warning Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.08.010</td>
<td>Failure to license a dog or cat 1st offense</td>
<td>$100.00</td>
<td>Yes, 1st offense only</td>
</tr>
<tr>
<td>22.08.010</td>
<td>Failure to license a dog or cat 2nd offense</td>
<td>$200.00</td>
<td>No</td>
</tr>
<tr>
<td>22.08.010</td>
<td>Failure to license a dog or cat 3rd offense</td>
<td>$300.00</td>
<td>No</td>
</tr>
</tbody>
</table>
Section 8. Appendix E, **User Fee Schedule, Emergency Operations**, Animal Control Fees is amended to add the following:

- Spayed or Neutered Dog or Cat, 1 year license $15.00
- Spayed or Neutered Dog or Cat, 2 year license $28.00
- Spayed or Neutered Dog or Cat, 3 year license $40.00
Unspayed or Unneutered Dog or Cat, 1 year license $25.00
Unspayed or Unneutered Dog or Cat, 2 year license $45.00
Unspayed or Unneutered Dog or Cat, 3 year license $65.00
Replacement tag $5.00
Penalty for delinquent license $25.00
Multi-animal license (7-20 dogs/cats) 1 year license $50.00
Multi-animal license (over 20 dogs/cats) 1 year license $75.00

Section 9. **Effective Date.** This ordinance shall be effective at 5:00 p.m. of the first Borough business day following its adoption.

PASSED AND APPROVED THIS _____ DAY OF __________, 2019.

____________________________  
Presiding Officer

ATTEST:  
APPROVED:

________________________________  __________________________________________
Borough Municipal Clerk  Borough Attorney
CODE AMENDMENTS ARE SHOWN IN LEGISLATIVE FORMAT
Text to be added is underlined.
Text to be deleted is [BRACKETED AND CAPITALIZED]