

ORDINANCE NO. 618
AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY
OF JEFFERSON, IOWA, 2017, BY CREATING A NEW CHAPTER 30 – ANIMAL SHELTER
BOARD

Be it enacted by the City Council of Jefferson, Iowa:

SECTION 1. Chapter Added. Chapter 30 of the Code of Ordinances of the City of Jefferson, Iowa, 2017, be created and therefore be enacted in the following chapter:

**CHAPTER 30
ANIMAL SHELTER BOARD**

30.01 DEFINITIONS. The following terms are defined for use in this chapter.

1. “Animal Shelter” shall refer to the structure owned and operated by the City located at 1700 Doreen Wilbur Drive, Jefferson, Iowa.
2. “Board” shall refer to the Animal Shelter Board established in this chapter.

30.02 BOARD ESTABLISHED. There is established an Animal Shelter Board consisting of seven (7) members. The members shall be determined as follows:

1. Two members shall be residents of the City, appointed by the Mayor with the approval of the Council. These members shall serve two-year terms, with one member appointed or reappointed each year for a two-year term.
2. One member shall be a licensed veterinarian, appointed by the Mayor with the approval of the Council. This member shall serve a one-year term.
3. One member shall be a member of the Council and shall be appointed annually by the Mayor with the approval of the Council.
4. One member shall be a representative nominated by the People for Animal Welfare Society (PAWS) and confirmed by the Council. This member shall serve a one-year term.
5. One member shall be a representative from the Jefferson Police Department, nominated by the Mayor, and confirmed by the Council. This member shall serve a one-year term.
6. One member shall be representative appointed annually by the Greene County Board of Supervisors. This member shall serve a one-year term.

30.03 OFFICERS. At the first meeting of the Board after January 1 each year, the members thereof shall elect a Chairperson and a Secretary for the ensuing year.

30.04 POWERS AND DUTIES.

1. The Board shall be in charge of overseeing the plans and operations of the City Animal Shelter.
2. The Board shall recommend to the Council the hiring of appropriate employees to provide services at the animal shelter. The Board shall also recommend to the Council the nature of these individuals' employment and duties. The Board shall recommend a salary schedule to the Council for its approval. The Board may also recommend to the Council the termination of any of the above employees.
3. The Board shall have the power to develop policies regarding Animal Shelter fees and recommend a fee schedule for Council approval.
4. The Board shall from time-to-time survey and review the Animal Shelter facilities and make recommendations for repairs, improvements, and maintenance of physical facilities. The Council shall be responsible for repairs, improvements, and maintenance of all these facilities. Board may not undertake any improvements to the Animal Shelter absent Council approval.
5. The Board shall coordinate and direct all volunteers at the Animal Shelter. The Board or a designated employee shall obtain all volunteer waivers and other required documentation from volunteers and deliver the same to the City Clerk. The Board or a designated employee shall be responsible for scheduling its volunteers for activities performed at the Animal Shelter.
6. The Board shall present activities, physical plant and financial updates at regularly scheduled Council meetings on a quarterly basis. The Council may direct the format in which the Board is to provide its reports.
7. The Board shall meet regularly at least quarterly. If additional meetings of the Board are necessary, the Chairperson shall notify Board members at least three (3) days prior to the proposed meeting date. A majority of the Board members must be present in order to establish a quorum at meetings. All meetings shall be held at Jefferson City Hall.

30.05 ADDITIONAL POWERS AND DUTIES. The Council may by resolution delegate to the Board additional obligations, powers and duties.

30.06 COOPERATION WITH PAWS, COUNTY GOVERNMENT, LAW ENFORCEMENT, AND CITIZENS. The Board shall cooperate with PAWS, the Greene County Board of Supervisors, City and County law enforcement, or other citizens interested in the Animal Shelter and its operations. In the event that the Board becomes aware of complaints made regarding the Animal Shelter or any of its employees or volunteers, it shall communicate those complaints to the Council.

30.07 BUDGET AND REPORTS. The Board shall prepare and file a budget of estimated receipts and expenditures for the next fiscal year with the City Administrator, at such time and

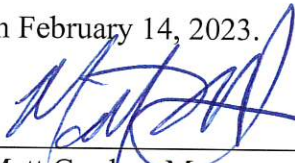
in such form as required by the Council. The Board shall present additional reports and information as requested by the Council.

30.08 REVIEW OF EXPENSES. All bills incurred by the Board in connection with the use and operation of the Animal Shelter shall first be reviewed by the Board which shall by suitable notation thereon approve or disapprove of the bills. If approved, the bills shall be presented to the Council for payments from those Animal Shelter use funds as noted by the Board.

SECTION 2. Severability. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 3. When effective. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Finally passed by the Council and approved on February 14, 2023.




Matt Gordon, Mayor

Attest:



Roxanne Gorsuch, City Clerk

I hereby certify that the foregoing ordinance was published in The Jefferson Herald on
February 23, 2023.



Roxanne Gorsuch, City Clerk