

**Heber Valley Animal Services
301 S Main St.
Heber City, UT 84032
Animal Services Board Meeting
Tuesday, July 8, 2025
6:00 PM**

APPROVED MINUTES

Board Members Attending: Mayor Heidi Franco (Heber City)
Police Chief Parker Sever (Heber City)
Assistant County Manager Heber Lefgren (Wasatch County)

Board Members Absent: Sheriff Jared Rigby (Wasatch County)
Deputy Chief Branden Russell (Heber City)
Clerk Bart Smith (Interlaken)
Council Member JC Simonsen (Midway)
Mayor Ralph Severini (Hideout)

Staff Members Present: Animal Control Officer Justin Hatch
Shelter Technician Holly Argueta

Meeting start time: 6:05 PM.

Presiding: Mayor Heidi Franco.

Public Comments: None

Agenda Item #1: Consent Agenda

-Minutes from May 2025 meeting

- Minutes would be put on the agenda for approval at the October 14th meeting when enough voting members were present.

-Proposed Budget Cycle for FY 2026

- Chief Sever stated that there was a savings of approximately \$35,000 from the 2025 fiscal year budget. Mayor Franco asked if that amount would be rolled over into the 2026 budget. Chief Sever said that Sarah, the Financial Director for Heber City, would work on setting up a way to roll over unused finances into the following fiscal year. This would start with the 2027 budget.

-2025 Advisory Board Meetings

- October 14, 2025 @ 6p.m. (Tuesday)

Agenda Item #2: Chief Sever/Justin Hatch Updates

-Any further responses from non-participating entities?

- Chief Sever stated there were no further responses from the non-participating entities.

-Animal Services staffing /schedules /shelter /animals

- Justin Hatch stated that Animal Services would be utilizing a new program named "Gotcha". He explained that this program would reward responsible pet owners that animal control officers encountered while out on patrol. Officers would hand out raffle tickets that would enter the pet owner into a monthly drawing for prizes.

-Standard Operating Procedure: Owner Surrenders

- Holly Argueta presented a Standard Operating Procedure for shelter staff to follow for owner-surrendered animals. The procedure would require a three-week waiting period before the shelter would accept a surrendered animal. The animal would be posted on the shelter's Courtesy Pet Posting service, where potential adopters could view it online. If the animal was not rehomed after the three weeks, the owner could continue with the surrender and pay the surrender fees. The fees would include the cost of spaying/neutering and vaccinating the animal if those services had not been done already.
- Mayor Franco determined that the surrender fee should be raised to help offset the cost it would take the shelter to care for the surrendered animal. Chief Sever stated that the shelter probably would not be able to get back all of the expenses it would take to care for a surrendered animal. Mayor Franco agreed, but stated that the current \$50 surrender fee would not be sufficient. It was recommended the fee be raised to \$100.
- Heber Lefgren suggested that a disclaimer be added to the beginning of the Standard Operating Procedure to state that this would be the policy when space was available. He also said the wording should be changed to read: "Only one owner surrender will be accepted per household or address per year".

-Progress on Standardized Fee Schedule/Updated Codes from each Entity

- Chief Sever presented the Standardized Fee Schedule to the Heber City Council in June. The Council approved and adopted the new schedule. Heber Lefgren stated that Wasatch County had not approved or denied the new fee schedule. Chief Sever said he would send a copy of what Heber City had approved to Heber Lefgren to present to the County Council. Chief Sever also stated that he would follow up with Celeste in Midway on the issue.
- Mayor Franco said the new fee schedule had been publicized on Heber City's website under the Consolidated Fee Schedule.

-Other discussion or action items

Agenda Item #3: Paws for Life Utah – Kari McFee

- Long-term goal would be to create a facility where Paws for Life Utah and Heber Valley Animal Services could work and be housed together.
- Kari stated that they had a generous donor in California who left her estate to the organization when she passed away with the stipulation that the money be used only for the animals. Her daughter contested the Will, and after court proceedings, a judge ruled in the daughter's favor. However, Paws for Life was still awarded a portion of the estate.
- Paws for Life would host fundraisers, including a car show at the Heber City police department. Mayor Franco stated that she would write up a blurb regarding the car show and send it to the other entities to spread awareness of the event.

Agenda Item #4: Summary discussion from Subcommittee of Facility Expansion

- Attempted to share the screen, but had technical difficulties.
- Heber Lefgren walked through the slides from the slide show he presented at the April 2025 meeting.
 - The shelter would need double the amount of space, going from roughly 3,000 square feet to 6,000 square feet.
 - Renovation of current facility would be approximately \$200 per square foot, and expansion would be about \$800 per square foot.
 - 6.5% of construction costs would be for the facility design.
 - Total cost would be about \$3.7 million.
- Mayor Franco asked if the design and engineering could be done at the same time. Heber Lefgren stated he would research whether the 6.5% would include basic engineering or not. Mayor Franco requested that Heber Lefgren and the Subcommittee present the numbers at the October Board meeting.
- Kari requested Heber Lefgren send her the slide show he created to present to the Paws for Life Utah Board members. Mayor Franco would like Heber Lefgren and Chief Sever to meet with Kari to discuss the potential partnership between Heber Valley Animal Services and Paws for Life Utah. An update would be provided at the October meeting.

Agenda Item #5: Participating Jurisdiction Updates – Issues, Codes, Needs, Budget, etc.

- Hideout: None
- Interlaken: None
- Midway: None
- Heber City: None
- County: None

Agenda Item #6: Miscellaneous Items – Call for Next Meeting Agenda Items

- Paws for Life Utah – Update

Agenda Item #7: Adjournment

- There were not enough Board members present to make a motion for adjournment.

Meeting concluded at 7:09 PM.

I, Holly Argueta, Animal Service Technician of Heber City, hereby certify that the foregoing minutes represent an accurate and complete record of the meeting held on July 8, 2025. This document constitutes the official minutes of the Animal Services Board meeting.



Holly Argueta July 15, 2025
Holly Argueta, Shelter Technician