

**Heber Valley Animal Services  
301 South Main  
Heber City, UT  
Animal Services Advisory Board Meeting  
Monday, May 5, 2025  
6:00 PM**

**APPROVED MINUTES**

**Board Members Present:** Police Chief Parker Sever, Heber City  
Deputy Chief Branden Russell, Heber City  
Mayor Heidi Franco, Heber City  
Sheriff Jared Rigby, Wasatch County  
Assistant County Manager Heber Lefgren, Wasatch County  
Council Member JC Simonsen, Midway  
Mayor Pro Temp Chris Baier, Hideout

**Absent:** Treasurer Bart Smith, Interlaken

**Staff Members Present:** Justin Hatch, Animal Services  
Holly Argueta, Animal Services

Meeting Start Time: 6:00 PM  
Presiding: Mayor Heidi Franco

**Public Comments:** None.

**Agenda Item #1: Consent Agenda**  
**-Minutes from April meeting**

**Motion:** Chief Parker Sever made a motion to approve the April meeting minutes. **Seconded** by Council Member JC Simonsen.

**Yes:** Mayor Heidi Franco, Sheriff Jared Rigby, Chief Parker Sever, Assistant County Manager Heber Lefgren, Council Member JC Simonsen.

**No:** None

**Abstained:** Mayor Pro Temp Chris Baier

**Motion Passed:** 5-0

**Agenda Item #2: FY 2026 Budget Approval – Entity Assessments**

- Heber Lefgren stated that the Advisory Board was not approving the budget, but rather approving the recommendation. Heber City had the right to raise the budget, but was asking for permission from the Board to do so. He said that if the Board denied the budget recommendation, Heber City could still raise the budget, but would be limited to a percentage increase of no more than fifteen percent.

- Chief Parker Sever explained the proposed budget amounts, stating there was a five percent increase over last year's budget. He said Animal Services was approximately \$58,000 under budget this year, due to being down one staff member earlier in the year. Chief Sever spoke with Heber City's Financial Director, and she would prefer to bill actuals throughout the year. She suggested that the Board create a revenue line item with a set amount to build a savings fund to carry over each year. A revenue line item would be more stable and consistent in the budget.
  - Mayor Franco would like unused funds to carry over to the next fiscal year, but remain restricted to Animal Services use.
  - Council Member JC Simonsen stated that it would be good to have some carryover and projections. He would like to see a long-term view on larger purchases, such as vehicles, and have that included in the budget, as well as a buffer.
  - Heber Lefgren stated he was neutral to the idea of carryover, and Sheriff Jared Rigby said he approved of it.
- Chief Sever stated that the vehicles are included in the 2026 budget. He explained that Heber City would purchase the vehicle and depreciate the amount in the budget over the next five years until Heber City had been paid back.
- Mayor Pro Temp Chris stated that she had not seen the assessment addressed in the meeting. Holly Argueta emailed a copy of the assessment to Chris.
  - Mayor Franco explained the shelter expansion project to Chris and stated that the Board would pursue it further in the upcoming year. She also stated that the Board was working on standardized fees between all entities for Animal Services.
  - Chief Sever explained the assessment document and clarified that the shares were based on the population size for each entity. He stated that actuals were billed quarterly, with the next bill sent in September 2025.
  - Mayor Chris requested the amount billed to Hideout. Chief Sever would get the amount to her the following day.

**Motion:** Sheriff Jared Rigby made a motion to recommend the Fiscal Year 2026 Animal Services Budget to each entity's board for approval. **Seconded** by Chief Parker Sever.

**Yes:** Mayor Heidi Franco, Sheriff Jared Rigby, Chief Parker Sever, Assistant County Manager Heber Lefgren, Mayor Pro Temp Chris Baier, Council Member JC Simonsen.

**No:** None.

**Motion Passed:** 6-0

**Agenda Item #3: Miscellaneous Items – Call for Next Meeting Agenda Items**

- Mayor Franco reminded everyone of the upcoming Animal Services Advisory Board meeting on July 8, 2025.

**Agenda Item #4: Adjournment**

**Motion:** Assistant County Manager Heber Lefgren made a motion to adjourn. **Seconded** by Chief Parker Sever.

**Yes:** Mayor Heidi Franco, Sheriff Jared Rigby, Chief Parker Sever, Assistant County Manager Heber Lefgren, Mayor Pro Temp Chris Baier, Council Member JC Simonsen.

**No:** None.

**Motion Passed:** 6-0

The meeting concluded at 6:24 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 May 5, 2025. This document constitutes the official minutes of the Animal Services Board meeting.



Holly Argueta May 9, 2025

Holly Argueta, Shelter Technician