

**Heber Valley Animal Services
Animal Services Board Meeting
Thursday, August 6, 2026 — 6:00 p.m.
Heber City Police Department, 301 S. Main, Heber City, UT**

DRAFT MINUTES

Board Members Present:

Chief Parker Sever (Heber City)
Mayor Heidi Franco (Heber City)
Council Member JC Simonsen (Midway)

Board Members Absent:

Deputy Chief Branden Russell (Heber City)
Sheriff Jared Rigby (Wasatch County)
Assistant County Manager Heber Lefgren (Wasatch County)
City Clerk Bart Smith (Interlaken)
Mayor Ralph Severini (Hideout)

Staff Present:

Supervisor Justin Hatch (Animal Services)
Shelter Technician Holly Argueta (Animal Services)

Public Comments: None

Call to Order

Mayor Heidi Franco called the meeting to order at 6:00 p.m.

Facility Renovation/Remodel Discussion

- Prior to the meeting being called to order, Board members began discussing the proposed shelter renovation/remodel. The discussion continued after the meeting was called to order. Although the facility expansion discussion was listed as Agenda Item 5, the Board addressed the topic first before proceeding with the agenda in its listed order.
- Chief Sever proposed utilizing the existing shelter structure rather than pursuing a complete renovation and expansion project. He offered to assist with renovating the current facility and developing floor plans and schematics. Mayor Franco requested a budget and designs for the proposed alternative.
- Council Member Simonsen stated that Midway had approved funding for design costs associated with the renovation and expansion project and recommended notifying Midway City Council of the alternative approach and requesting that the funds be redirected if appropriate.
- The Board discussed animal services ending FY 2026 under budget with a savings of \$61,000. It was recommended that the participating entities be billed the full budget so that any remaining funds could be used towards shelter renovations. The Board also discussed potential grant funding for a more secure outdoor dog area and a future dog-park/adoption area.
- Potential improvements discussed included removing the unused kennel awning, rearranging the existing space to improve functionality, adding a small outbuilding for quarantine space, and using shipping containers for storage. Mayor Franco recommended consulting Kurt Davis regarding any required building permits and raised concerns about possible asbestos.
- The Board discussed using volunteers during the September 12 Day of Service to assist with property cleanup and removal of fencing around the outdoor dog areas. Holly was asked to contact Morgan Murdock about adding the shelter to the Day of Service project list.

- The Board agreed that renovation progress could be shared on the shelter's social media.
- Chief Sever agreed to prepare scaled floor plans for the next meeting. The Board discussed notifying participating jurisdictions that they would be billed the full FY 2027 budgeted amount, with staff to confirm the feasibility of carrying remaining funds into the next fiscal year.

Agenda Item 1: Consent Agenda

- May 2026 meeting minutes
 - No motion was made to approve May 2026 minutes.
- 2027 Budget Update
 - FY 2026 ended approximately \$61,000 under budget.
 - The Board discussed notifying participating jurisdictions of the FY 2026 savings and the change in strategy for FY 2027 funding.
- 2026 Advisory Board Meeting Schedule
 - The November 5, 2026 meeting was changed to **October 1, 2026 at 6:00 p.m.**

2. Chief Sever/Justin Hatch Updates

-Animal Services Staffing/Schedules/Shelter/Animals

- Medical costs for an injured kitten were shared with Paws for Life Utah.

-Other Discussion/Action Items

-Medical Assistance Protocol MOU Update (Paws for Life)

- No update.
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-Number of Animals Ordinance

- Justin requested changing the term "person" to "household" in the ordinance for participating jurisdictions.
- Chief Sever would consult with the City Attorney regarding revisions to the Heber City ordinance and provide the revised language to Holly for distribution to participating jurisdictions.
- The Board discussed whether existing residents with more than the permitted number of animals would be grandfathered in; it was determined they would not.
- Chief Sever would also follow up on two additional ordinances previously requested by Justin.

-Animal Control Donations and General Fund

- Holly asked whether animal services donations are returned to the City's general fund at the end of the fiscal year. Chief Sever would verify the policy with the Finance Department.

3. FY 2027 Budget Projections

- None.

4. Paws for Life Utah Updates

- None.

5. Facility Expansion Discussion

- The facility renovation/remodel discussion was addressed earlier in the meeting; no additional discussion was held under this agenda item.

6. Participating Jurisdiction Updates – Issues & Needs

-**Hideout:** None.

-**Interlaken:** None.

-**Midway:** None.

-**Heber City:** Chief Sever reported that body cameras had been ordered for both Animal Services officers.

-**Wasatch County:** Justin provided an update on an animal cruelty case investigated by Animal Services. The owners had been cited, and follow-up regarding the animals' current conditions was limited by barriers placed around the property.

7. Miscellaneous Items – Call for Next Meeting Agenda Items

- Chief Sever asked Holly to contact Chandra at the Police Department regarding updating the Animal Services website.

8. Adjournment

Motion: Chief Parker Sever made a motion to adjourn. **Seconded** by Council Member JC Simonsen.

- **Votes:**

- **Yes:** Chief Parker Sever, Mayor Heidi Franco, Council Member JC Simonsen

No: None

Motion Passed: 3-0

The meeting adjourned at **6:57 p.m.**

I, Holly Argueta, Animal Services Coordinator of Heber City, hereby certify that the foregoing minutes represent an accurate and complete record of the meeting held on August 6, 2026. This document constitutes the official minutes of the Animal Services Board meeting.

Holly Argueta August 12, 2026

Holly Argueta, Animal Services Coordinator