

**Heber Valley Animal Services
301 South Main
Heber City, UT
Animal Services Advisory Board Meeting
Monday, January 27, 2025
6:00 PM
DRAFT MINUTES**

Board Members Present: Police Chief Parker Sever, Heber City
Deputy Chief Branden Russell, Heber City
Mayor Heidi Franco, Heber City
Assistant County Manager Heber Lefgren, Wasatch County
Council Member JC Simonsen, Midway

Absent: Sheriff Jared Rigby, Wasatch County
Mayor Phil Rubin, Hideout
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

Agenda Item #1: Consent Agenda

- Minutes from August and September 2024 Board meetings
- Proposed 2025 Quarterly Meeting Schedule
- Proposed Budget Cycle for FY 2026
 - This item would be discussed later.
 - Mayor Franco removed this item from the Consent Agenda.
- 2025 Advisory Board Meetings
 1. April 8, 2025 @ 6 PM
 2. July 8, 2025 @ 6 PM
 3. October 14, 2025 @6 PM
 - Updated from previously suggested dates due to scheduling conflicts.
- After Hour Call Out Protocol for Participating Jurisdictions
 1. Vicious Animal at Large
 2. Dog Attack/Bite (On Person)
 3. DUI Impound
 4. Injured Domestic Animal (Dog or Cat)
 5. Livestock on Hwy excluding OPEN RANGE
 - The Board determined that law enforcement agencies could call an Animal Services officer out for assistance if needed outside of the above-mentioned situations.

- Mayor Franco requested that the After-Hour Call Out Protocol be sent to all participating city councils. Justin Hatch agreed to do this. Council Member Simonsen suggested that it be publicized on the Heber City website. Mayor Franco asked to have other participating cities publish the protocol on their websites as well.

Motion: Chief Sever motioned to approve all items on the amended Consent Agenda. **Seconded** by Assistant County Manager Heber Lefgren.

Vote:

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

No: none.

Motion Passed: 4-0.

Agenda Item #2: Chief Sever/Justin Hatch Updates

-MOU Finalized by Each Entity?

- Chief Sever collected signatures from all Participating Jurisdictions. He emailed a copy with the signatures to all entities. There was an issue with the email not including the signatures; therefore, Justin Hatch would resend the digital copies to all entities.
- Chief Sever would deliver the physical copies to each Participating Jurisdiction.

-Any further responses from non-participating jurisdictions?

- No update from any non-participating jurisdictions. Chief Sever would follow up with each of them.
- Justin Hatch asked the Board if the shelter would take animals in from the non-participating jurisdictions if a law enforcement officer brought the animal to the shelter. It was determined that the shelter would provide housing and care for an animal brought in by law enforcement; however, all current impound and boarding fees would apply. The possibility of billing each non-participating entity monthly per animal was discussed.
 - Chief Sever would speak with each non-participating jurisdiction and explain that they would be charged per animal picked up in their area and housed at the shelter each month unless they become a participating jurisdiction; in which case, they would be billed according to their population size.
 - Holly Argueta would contact municipal shelters in surrounding areas and get information on their fee schedules for cities under their jurisdiction.

-Which population source will be used each year to determine budget allocations?

- To maintain consistency, the population report from the University of Utah would be used each year.

- Mayor Franco would like to use the Census reports when they are published, and then use the population report from the University of Utah in between census years.

-Animal Services staffing / schedules / shelter / animals

- Animal Control officers switched from five 8-hour shifts to four 10-hour shifts to improve service for the community. Both officers would be on duty on the highest call day, Wednesday.
- Holly Argueta addressed the board about the intake of sick animals and the shelter's inability to properly care for and house them.
- Justin Hatch spoke about the functionality of the new shelter building and the needs it meets, including a surgery room and adequate quarantine areas for sick animals. Mayor Franco stated that if the budget allowed, Animal Control should move forward with the Capital Facilities Plan. She asked Heber Lefgren to assist in helping to identify the needs. Heber agreed but said that we would still need someone to price out the building and provide an estimate.
- Mayor Franco established a Scoping Committee to determine what was needed in a new animal services facility. Justin Hatch, Heber Lefgren, and Deputy Chief Branden Russell volunteered to be on the committee.
- The Board agreed that adding onto the existing shelter building would be the best solution.
- Mayor Franco mentioned paying for most of the Capital Facilities Plan using impact fees. Heber Lefgren countered that the impact fees will be able to pay for a portion of the plan, but not all components due to a new level of service being created versus an established level of service increasing in preparation for future changes (i.e. population increase).
- Mayor Franco asked the Scoping Committee to meet a couple of times prior to the next Animal Services Advisory Board meeting in April to determine needs. All committee members agreed.

-Budget Review, is all FY 2025 budget revenue received from participating jurisdictions?

- Mayor Franco expected to begin the Capital Facilities Plan in January 2026, with the hope that any surplus of revenue could be used toward the new addition.
- Chief Sever brought up a Utah State Law that allowed counties to bill property tax for animal services. Mayor Franco added that per the MOU, the Board is responsible for creating the Capital Facilities Plan and budget; then, each entity can decide how to fund their own part in animal services.

-Standardized Fee Schedule

- Chief Sever would work on the standardized fee schedule and have a spreadsheet of standardized fees and, possibly, standardized codes ready by the April board meeting.
- Council Member JC Simonsen would like to see an escalated process for repeat offenders while keeping initial fees reasonable for first time

offenses. Justin Hatch and Chief Sever would meet with both the city judges and city attorney to see what could be changed judicially. The shelter charged repeat offenders an increased amount each time their animal was brought in.

- Citations would be issued to public members utilizing the Midway dog park who are not following the rules posted at the park and county/city codes.
- Council Member JC Simonsen would request that Midway City place signs on the walkway around the dog park and within the main parking lot advising community members to keep their dogs leashed.
- Chief Sever would meet with Public Works to install signs around all large city parks within Heber City reminding citizens that leashes are required at all times for dogs.
- Heber Lefgren advised that the funding for the signs should be drawn from the city budget, not the Animal Services budget.
- The Board agreed on having standardized (or similar) park signage for all Participating Jurisdictions.

Agenda Item #3: Participating Jurisdiction Updates – Issues, Codes, Needs, Budget, etc.

- Midway
 - Worked on changing some municipal codes. Justin Hatch and Chief Sever would help where needed.
- Wasatch County
 - Heber Lefgren asked if Heber City was setting up the payment requests and if it received payments from the county. Chief Sever said that he would check with Sara in Finance.

Agenda Item #4: Miscellaneous Items – Call for Next Meeting Agenda Items

- Mayor Franco would prefer the ASB (Animal Service Board) use a standardized agenda. Board agreed.

Agenda Item #5: Adjournment

Motion: Chief Parker Sever motioned to adjourn until April 8, 2025. **Seconded** by Council Member JC Simonsen.

Vote:

Yes: Chief Parker Sever, JC Simonsen, Mayor Heidi Franco, Heber Lefgren.

No: None.

Motion Passed: 4-0.

The meeting concluded at 6:58 PM.