



Shenandoah Valley Animal Services Center Owners' Meeting:

8/22/23

2:00pm

Augusta County Government Center

1. Approval of Minutes from 7/25/23 Meeting
2. Hiring Update
  - a. Accepting applications for: Operations Manager, Administrative Assistant, PT Kennel Attendants
3. Population Update
4. Euthanasia Policy for review
5. Director's Report
6. Public Comment

# **ANIMAL SHELTER MEETING**

## **MINUTES**

**July 25, 2023 – 2:00 PM**

### **PRESENT**

**Tim Fitzgerald, County Administrator**

**Mike Hamp, Waynesboro City Manager**

**Leslie Beauregard, Staunton City Manager**

**Jon Hilbert, Shelter Director**

**Candy Hensley, Assistant County Administrator**

1. Minutes were presented and approved for the May 23, 2023 meeting.  
Motion: Hamp                      Second: Beauregard                      Approved
2. Mr. Hilbert gave an update on hiring. The shelter is currently accepting applications for an Operations Manager, an Administrative Assistant, and four part-time Kennel Attendant. There has been a low number of applicants.
3. Mr. Hilbert gave an update on the population report, which is attached.
4. Mr. Hilbert gave an update on the Policy and Procedure Handbook. The Handbook needs formatting and adjustments on the euthanasia policy. The goal is to have it ready to be considered for approval at the August meeting.

During this time, the owners discussed the impoundment fees.

- Mr. Fitzgerald indicated fee structures from other jurisdictions were reviewed.
- There is a need for a consistent fee structure between the owner localities.
- The State Code allows for an impoundment fee.
- A fee structure was suggested indicating the first 24 hours of holding a stray would be \$15 and after that, the charge would be \$35. These are flat fees. Not per day.
- A daily fee could also be assessed if desired, such as \$15 per day.
- If an owner does not pay, a bill could be sent. The intent is not to hold the dog until the amount due is paid.
- It was indicated most stray dogs are picked up within the first 3 days. If dogs stay more than 5 to 10 days (depending on markings) they are then in the custody of the shelter.
- The cities will discuss the fees with their councils. The County will hold on proceeding with a public hearing for an ordinance amendment. The localities will be working towards consistency.

- The goal in the future is for the shelter to collect all fees. There is work to be done to determine the process because each locality functions differently.

5. Mr. Hilbert presented the Director's Report, which is attached.

6. Meeting adjourned.

Next meeting – August 22, 2023 at 2:00 PM

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