

# HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

## **ANIMAL SHELTER BOARD**

*Stephen Chambers, Chair*  
*Mark Presley, Vice Chair*  
*Ginny Gregory, Secretary*

*Debbie Jenkins*  
*Linda Sue Johnson*  
*Teresa Turner*

*Cliff Sallee*  
*Rebecca Troutt, Shelter Director*

MAY 19, 2022 | 1:30PM | TC COURTHOUSE

### **AGENDA**

1. Call to order
2. Review Minutes from January 25, 2022
3. Financial Summary
  - A. Revenues
  - B. Event Revenues
  - C. Expenditures
4. Shelter Director
  - A. Introduction
  - B. Status of Shelter
  - C. Donations received
5. Discussion Items
  - A. Humane Society
  - B. Animal Shelter Policy updates
  - C. Grants to apply for
    - 1) Bissell Pet Foundation
    - 2) Pedigree Foundation
    - 3) Petsmart Charities
    - 4) Greater Good
    - 5) Best Friends
  - D. Food Pantry
  - E. Mural for the Building
  - F. Other
6. Public Comment
7. Adjourn

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT  
**ANIMAL SHELTER BOARD**  
**MINUTES**  
JANUARY 25, 2022 – 1:30PM – TC COURTHOUSE

Board Member Present:

Mayor Stephen Chambers	Ginny Gregory	Teresa Turner
Mark Presley	Cliff Sallee	Linda Sue Johnson
Rebecca Troutt, Shelter Director		

Members Absent:

Debbie Jenkins

1. Call to order – 1:30pm by Stephen Chambers
2. Review of Minutes – Minutes from September 9, 2021, were reviewed.  
Motion to approve by Cliff Sallee, seconded by Linda Sue Johnson. **Motion Carried**
3. Financial Summary – Available balance of 45,895.85, shelter has spent approximately 26.93% of budget. This is due in part to labor cost; shelter director not coming on board until December and still having a part-time position vacant.  
One line item to keep track of is Veterinary Services as veterinary cost have gone up and the shelter having more animals come into the shelter. Motion to approve financial report as presented by Mark Presley, seconded by Linda Sue Johnson. **Motion Carried**
4. Mayor Chambers introduced the new Animal Shelter Director, Rebecca Troutt. Ms. Troutt started at the shelter December 2, 2021.
5. Rebecca Troutt's status report on shelter: Currently the shelter has six dogs, four at the shelter, two in foster homes and seven have been adopted. The shelter has received thirty phone calls regarding strays (dogs & cats), twelve calls for owner surrender, seven calls for missing pets and five other calls (neglect).  
Ms. Troutt has been doing networking with surrounding counties to get a feel on how other shelters are run and what their structure is, also discussing making the shelter an Animal Control Shelter.  
Ms. Troutt is talking with Macon County Spay and Neuter Assistance with hopes to collaborate with a non-profit to help with vaccines.  
Ms. Troutt's current goals are hiring a part-time employee, getting a vehicle, doing renovations to shelter and acquiring a 501C-3
6. Donations received - \$751.00 adoption fees, \$1751.00 donations for total of \$2205.00. These funds will go into the Animal Shelter reserve and will only be used for the shelter.
7. Shelter Policy – There is no way for individuals to donate online due to us being a Government entity, this is one of the reasons there is a need for a 501C-3. Donations can be made directly to the Animal Shelter or the Mayor's office at this time.
8. Adoption Fees – Currently the shelter sends animals to the Vets office at a cost of \$135.00 per animal for spaying and neutering. Ms. Troutt has the availability to do some in house services with equipment and medication she has obtained which will help keep the cost down. The shelter would like to maintain the adoption fee of \$125.00, all Board Members in agreement.

9. Ownership of Animals – There is nothing in our codes or policy to determine when someone becomes owner. Other city ordinances consider ownership after 3 days of taking care of an animal. Going forward, after meeting with the County Attorney, Mayor Chambers and Ms. Troutt will get a proposal together for the Board to review on changes in the future.
10. Proposed Document – Ms. Troutt has prepared several documents for the Board to review and approve. Two of the documents (surrender agreement and adoption contract) are legal documents and the County Attorney has reviewed them.

- a. Intake Visit – Motion to approve by Mark Presley, seconded by Teresa Tuner.

**Motion Carried**

- b. Surrender Agreement (legal document) – Motion to approve by Teresa Turner, seconded by Linda Sue Johnson. **Motion Carried**

- c. Adoption Application – This is a change from current application. Motion to approve by Linda Sue Johnson, seconded by Mark Presley. **Motion Carried**

- d. Adoption Contract (legal document) – Motion to approve Teresa Turner, seconded by Mark Presley. **Motion Carried**

11. Expenditure Request – Ms. Troutt is requesting business cards (to be put in adoption packets) and shelter apparel. Also requested is shelter software, to help organize all documents in one place.

Cliff Sallee with public works has a vehicle in his department that will be available once his department purchases a new vehicle.

Ms. Troutt is networking with a non-profit organization that renovates shelters with a 100% funding.

12. Adoption Fair – Ms. Troutt hopes to get animals sponsored to offset the adoption fee and 1-2 months of dog food.

The adoption fairs will be on the property of Farmers Produce at the 231–25 crossroad.

Shelter Address - Ms. Troutt is looking into getting a physical address (actual number) for the shelter because people are having a tough time finding the building.

Non-Profit Assistance – Ms. Troutt hopes to set up a non-profit in the lines of “Friends of” model. Mayor Chambers stated that this needs to be a private group, this is not a county project. Get a group of local people together that are interested in this project, produce a mission statement, get an attorney and have a Board oversee it.

13. Other – Cliff Sallee addressed concerns about Friends of Hartsville Tennessee Animal Shelter and any donations intended for the Shelter mistakenly going to the Friends of Hartsville. Ms. Troutt has tried to contact this organization with resistance. Mayor Chambers stated that the county is not affiliated with this organization.

Teresa Turner has asked to resign from secretary of the Animal Shelter Board. Mayor Chambers has asked for nominations for position available. Ginny Gregory nominated Linda Sue Johnson, she declined. Mark Presley nominated Ginny Gregory, seconded by Linda Sue Johnson. **Motion Carried**

Motion to adjourn by Cliff Sallee, seconded by Linda Sue Johnson.

Template Name: LGC Defined Stmt  
 Created by: LGC

Hartsville-Trousdale Co Government  
 Statement of Expenditures Summary by Obj by Fund  
 April 2022

User: Amy Thomas  
 Date/Time: 5/17/2022 4:46 PM  
 Page 1 of 2

Fund : 101 General

Account Number	Account Description	Budget Amount	Budget Amendments	Amended Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Outstanding Encumbrances	Unencumbered Balance	% Of Budget Exp
<b>44000</b>	<b>Other Local Revenues</b>								
<b>44100</b>	<b>Recurring Items</b>								
<b>44150</b>	<b>Sale Of Animals/Livestock</b>								
		0.00	0.00	0.00	(1,790.00)	(4,440.00)	0.00	(4,440.00)	100.00%
<b>Total 44150</b>	<b>Sale Of Animals/Livestock</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,790.00)</b>	<b>(4,440.00)</b>	<b>0.00</b>	<b>(4,440.00)</b>	<b>100.00%</b>
<b>Total 44100</b>	<b>Recurring Items</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,790.00)</b>	<b>(4,440.00)</b>	<b>0.00</b>	<b>(4,440.00)</b>	<b>100.00%</b>

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 Created by: LGC

**Hartsville-Trousdale Co Government**  
**Statement of Expenditures Summary by Obj by Fund**  
**April 2022**

User: Amy Thomas  
 Date/Time: 5/17/2022 4:46 PM  
 Page 2 of 2

Fund : **101**      **General**

Account Number	Account Description	Budget Amount	Budget Amendments	Amended Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Outstanding Encumbrances	Unencumbered Balance	% Of Budget Exp
<b>44000</b>	<b>Other Local Revenues</b>								
<b>44500</b>	<b>Nonrecurring Items</b>								
<b>44570</b>	<b>Contributions &amp; Gifts</b>								
		0.00	0.00	0.00	(1,681.00)	(3,192.00)	0.00	(3,192.00)	100.00%
<b>Total 44570</b>	<b>Contributions &amp; Gifts</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,681.00)</b>	<b>(3,192.00)</b>	<b>0.00</b>	<b>(3,192.00)</b>	<b>100.00%</b>
<b>Total 44500</b>	<b>Nonrecurring Items</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,681.00)</b>	<b>(3,192.00)</b>	<b>0.00</b>	<b>(3,192.00)</b>	<b>100.00%</b>
<b>Total 44000</b>	<b>Other Local Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(3,471.00)</b>	<b>(7,632.00)</b>	<b>0.00</b>	<b>(7,632.00)</b>	<b>100.00%</b>
<b>Total For Fund:</b>	<b>101</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(3,471.00)</b>	<b>(7,632.00)</b>	<b>0.00</b>	<b>(7,632.00)</b>	<b>100.00%</b>

**Summary Donations / Adoptions  
2021-2022**

<b>Account</b>	<b>Totals</b>	
<b>44150</b>	<b>4,775.00</b>	<i>44150 is the Sale of Animals (Adoption)</i>
Adoption - Ace	125.00	<i>44570 is Contributions and Gifts</i>
Adoption - Baby Girl	125.00	
Adoption - Bailey	130.00	
Adoption - Bear	120.00	
Adoption - Bertha	125.00	
Adoption - Brenda	125.00	
Adoption - Buddy	125.00	
Adoption - Chelsea	125.00	
Adoption - Del	125.00	
Adoption - Donna	125.00	
Adoption - Dragon	125.00	
Adoption - Georgia	125.00	
Adoption - Ginget	125.00	
Adoption - Juliet	125.00	
Adoption - Kevin	125.00	
Adoption - Lady	125.00	
Adoption - Lara	125.00	
Adoption - Loki	125.00	
Adoption - Max	125.00	
Adoption - Pearl	125.00	
Adoption - Rebel	125.00	
Adoption - Rita	125.00	
Adoption - Rochelle	125.00	
Adoption - Rocky	150.00	
Adoption - Rosie	125.00	
Adoption - Rufus	125.00	
Adoption - Sampson	125.00	
Adoption - Scooby	125.00	
Adoption - Sebastian	125.00	
Adoption - Shadow	125.00	
Adoption - Shepard	125.00	
Adoption - Sponsor	750.00	
Adoption - Stella	125.00	
<b>44570</b>	<b>6,532.00</b>	
Donation	575.00	
Donation	10.00	
Donation - Animal Fair 4/23	762.00	
Donation - Betty White	221.00	
Donation - Kennels	3,000.00	
Donation - microchip	50.00	
Donation - S/N	575.00	
Donation - Vendor	225.00	
Reclaim	289.00	
Reclaim	60.00	
Reclaim - Bella	30.00	
Rescue - Jackson	125.00	
Surrender	250.00	
Surrender - Buck	50.00	
Surrender - Buddy	100.00	
Surrender - Lab	60.00	
Surrender - Max	50.00	
Surrender - Sally	50.00	
Surrender - Shadow	50.00	
<b>Grand Total</b>	<b>11,307.00</b>	

Event **Paws on the Farm**Date **4/23/2022**

Name	Business/Vendor	Type	Fee	Item Total	Payment Method	Received to HTC	Note
Abby Berry	Country Root Boutique	Vendor	\$ 75		check	4/21/2022	
Bill Hunt		Adoptions		750	check	4/25/2022	Sponsored 6 adoptions
Bill Hunt		Donation	50		check	4/25/2022	
Jake Schultz	Tennessee Soul BBQ	Vendor	75		check	4/14/2022	
Kelsey Belcher		Donation - S/N	50		check	4/25/2022	
Mike Potts		Donation	25		check	4/25/2022	
Mike Potts	Hartsville Snow	Vendor	75		check	4/25/2022	
Nicole Boe		Donation - S/N	50		check	4/25/2022	
Tiffany		Donation - S/N	50		check	4/25/2022	
Catalog Kings	Catalog Kings	Item Donation		190	item		Donation of Banner
Good Pup	Good Pup	Item Donation		116	item		
Misc Amazon Donations		Item Donation		580	item		
Misc Donations		Donation	562		various		
<b>Total</b>			<b>\$ 1,762</b>	<b>\$ 886</b>			
				<b>\$2,648</b>			

**Monetary Receipts**

William Hunt	Adoption Sponsorships (\$750) / Donation (\$50)	\$ 800
Tiffany Berg	Donation - S/N	50
Nicole Boe	Donation - S/N	50
Kelsey Belcher	Donation - S/N	50
Mike Potts	Vendor	75
Mike Potts	Donation	25
Peggy Clements	Donation	200
Deborah Herbert	Donation	20
Cash	Donation	342
Jake Schultz	Vendor	75
Abby Berry	Vendor	75
		<b>\$ 1,762</b>

## ANIMAL FRIENDLY GRANT - SPAY/NEUTER FY2022

**\$1,300**

INV DATE	Office	INVOICE	HTC ck#	HTC CK Date	DOG S	DOG N	INV AMT	GRANT AMOUNT	REIMB INV	INV SUBMITTED	FUNDS REC'D	ACH #
8/20/2021	TC Vet	110030	1026663	9/2/2021	1		\$ 65	\$ 65	AFG2022-01	12/15/2021	12/21/2021	4917726
10/11/2021	TC Vet	109793	1026897	10/21/2021		1	50	50	AFG2022-01	12/15/2021	12/21/2021	4917726
10/11/2021	TC Vet	111431	1026897	10/21/2021		1	50	50	AFG2022-01	12/15/2021	12/21/2021	4917726
10/27/2021	TC Vet	107294	1026953	10/29/2021	1		65	65	AFG2022-01	12/15/2021	12/21/2021	4917726
10/27/2021	TC Vet	107508	1026953	10/29/2021		1	65	65	AFG2022-01	12/15/2021	12/21/2021	4917726
10/27/2021	TC Vet	108599	1026953	10/29/2021	2		130	130	AFG2022-01	12/15/2021	12/21/2021	4917726
12/30/2021	TC Vet	117293	1027284	1/4/2022	1		65	65	AFG2022-02	3/9/2022	4/8/2022	5055999
12/28/2021	TC Vet	117343	1027284	1/4/2022		1	50	50	AFG2022-02	3/9/2022	4/8/2022	5055999
12/30/2021	TC Vet	117855	1027284	1/4/2022	1	1	80	80	AFG2022-02	3/9/2022	4/8/2022	5055999
1/4/2022	TC Vet	118103	1027317	1/11/2022		1	55	55	AFG2022-02	3/9/2022	4/8/2022	5055999
1/4/2022	TC Vet	118122	1027317	1/11/2022		1	55	55	AFG2022-02	3/9/2022	4/8/2022	5055999
1/4/2022	TC Vet	118166	1027317	1/11/2022		1	55	55	AFG2022-02	3/9/2022	4/8/2022	5055999
1/14/2022	TC Vet	116831	1027398	1/28/2022		1	55	55	AFG2022-02	3/9/2022	4/8/2022	5055999
1/21/2022	TC Vet	119283	1027398	1/28/2022	1		65	65	AFG2022-02	3/9/2022	4/8/2022	5055999
1/31/2022	TC Vet	119533	1027436	2/4/2022		1	55	55	AFG2022-02	3/9/2022	4/8/2022	5055999
1/31/2022	TC Vet	119535	1027436	2/4/2022	1		65	65	AFG2022-02	3/9/2022	4/8/2022	5055999
2/8/2022	TC Vet	120016	1027627	2/10/2022		1	55	55	AFG2022-02	3/9/2022	4/8/2022	5055999
2/8/2022	TC Vet	120033	1027627	2/10/2022	1		65	65	AFG2022-02	3/9/2022	4/8/2022	5055999
2/11/2022	TC Vet	120173	1027656	2/17/2022		1	55	55	AFG2022-02	3/9/2022	4/8/2022	5055999
<b>Total</b>					<b>9</b>	<b>12</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>				

**Grant Balance 100.00**

Hartsville-Trousdale Co Government  
 Statement of Expenditures Summary by Obj by Fund  
 April 2022

Fund : 101 General

Account Number	Account Description	Budget Amount	Budget Amendments	Amended Budget	Month-to-Date Expenditures	Year-to-Date Expenditures	Outstanding Encumbrances	Unencumbered Balance	% Of Budget Exp
<b>50000</b>	<b>General Government</b>								
<b>55000</b>	<b>Public Health And Welfare</b>								
<b>55120</b>	<b>Animal Shelter</b>								
164	Attendants	(26,000.00)	0.00	(26,000.00)	1,843.75	12,775.01	0.00	(13,224.99)	49.13%
169	Part-Time Personnel	(10,920.00)	0.00	(10,920.00)	847.88	2,824.51	0.00	(8,095.49)	25.87%
187	Overtime Pay	(250.00)	0.00	(250.00)	0.00	135.94	0.00	(114.06)	54.38%
188	Bonus Payments	(1,420.00)	0.00	(1,420.00)	0.00	0.00	0.00	(1,420.00)	0.00%
201	Social Security	(2,393.00)	0.00	(2,393.00)	166.89	975.60	0.00	(1,417.40)	40.77%
204	State Retirement	(1,363.00)	(25.00)	(1,388.00)	0.00	210.00	0.00	(1,178.00)	15.13%
207	Medical Insurance	(6,084.00)	0.00	(6,084.00)	0.00	1,014.00	0.00	(5,070.00)	16.67%
212	Employer Medicare	(560.00)	0.00	(560.00)	39.04	228.17	0.00	(331.83)	40.74%
302	Advertising	0.00	0.00	0.00	0.00	120.00	0.00	120.00	100.00%
307	Communication	(425.00)	0.00	(425.00)	37.56	465.35	0.00	40.35	109.49%
316	Contributions	(150.00)	0.00	(150.00)	0.00	0.00	0.00	(150.00)	0.00%
322	Evaluation And Testing	0.00	0.00	0.00	0.00	83.00	0.00	83.00	100.00%
335	Maintenance And Repair Services-Buildir	(3,000.00)	0.00	(3,000.00)	0.00	19.50	0.00	(2,980.50)	0.65%
349	Printing, Stationery And Forms	0.00	0.00	0.00	0.00	43.19	0.00	43.19	100.00%
355	Travel	(250.00)	0.00	(250.00)	0.00	0.00	0.00	(250.00)	0.00%
357	Veterinary Services	(4,200.00)	0.00	(4,200.00)	214.00	3,715.00	143.00	(342.00)	91.86%
401	Animal Food And Supplies	(750.00)	0.00	(750.00)	0.00	182.47	385.37	(182.16)	75.71%
410	Custodial Supplies	(500.00)	0.00	(500.00)	148.38	299.21	0.00	(200.79)	59.84%
415	Electricity	(1,800.00)	0.00	(1,800.00)	318.85	2,622.58	0.00	822.58	145.70%
435	Office Supplies	0.00	0.00	0.00	6.77	82.55	0.00	82.55	100.00%
454	Water And Sewer	(750.00)	0.00	(750.00)	0.00	434.84	0.00	(315.16)	57.98%
471	Software	0.00	0.00	0.00	0.00	110.99	110.00	220.99	100.00%
499	Other Supplies And Materials	(2,000.00)	0.00	(2,000.00)	27.99	796.44	174.75	(1,028.81)	48.56%
<b>Total 55120</b>	<b>Animal Shelter</b>	<b>(62,815.00)</b>	<b>(25.00)</b>	<b>(62,840.00)</b>	<b>3,651.11</b>	<b>27,138.35</b>	<b>813.12</b>	<b>(34,888.53)</b>	<b>44.48%</b>
<b>Total 55000</b>	<b>Public Health And Welfare</b>	<b>(62,815.00)</b>	<b>(25.00)</b>	<b>(62,840.00)</b>	<b>3,651.11</b>	<b>27,138.35</b>	<b>813.12</b>	<b>(34,888.53)</b>	<b>44.48%</b>
<b>Total 50000</b>	<b>General Government</b>	<b>(62,815.00)</b>	<b>(25.00)</b>	<b>(62,840.00)</b>	<b>3,651.11</b>	<b>27,138.35</b>	<b>813.12</b>	<b>(34,888.53)</b>	<b>44.48%</b>
<b>Total For Fund:</b>	<b>101</b>	<b>(62,815.00)</b>	<b>(25.00)</b>	<b>(62,840.00)</b>	<b>3,651.11</b>	<b>27,138.35</b>	<b>813.12</b>	<b>(34,888.53)</b>	<b>44.48%</b>

### **5.C. Grant Information**

<https://www.bissellpetfoundation.org>

<https://www.pedigreefoundation.org/grant-program/>

<https://petsmartcharities.org/pro/grants>

<https://greatergood.org/rescue-rebuild?hsLang=en#apply>

<https://www.maddiesfund.org/grant-opportunities.htm>

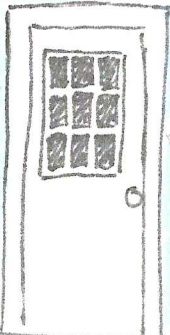
12/15/11

Hartsville Trossdale County

Ways to Help:

Spay & Neuter  
Fix Trossdale  
(615)

♥ Adopt ♥  
Foster ♥ Donate



Animal Shelter



WORDS DONE  
IN WHITE  
OR CONTRASTING  
COLOR

Furr-ever  
Soul mates  
found here

can be  
blank or  
other quote:

Adopt  
Don't  
Shop  
or  
You can  
make a  
difference.

