

# HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

## **ANIMAL SHELTER BOARD**

*Jack McCall, Chair*  
*Mark Presley, Vice Chair*  
*Ginny Gregory, Secretary*

*Debbie Jenkins Earps*  
*Linda Sue Bruce*

*Cliff Sallee, Public Works Director*  
*Rebecca Troutt, Shelter Director*

MAY 30, 2024 | 3:00PM | TC COURTHOUSE

### **AGENDA**

1. Call to order
2. Approve minutes from May 2, 2024
3. Elect Officers
  - A. Chair
  - B. Vice Chair
  - C. Secretary
4. Discussion Items
  - A. Nonprofit / 501(c)3 status
  - B. FY25 Budget Review
  - C. Shelter Operations
  - D. Other
5. Public Comment
6. Adjourn

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT  
**ANIMAL SHELTER BOARD**  
**MINUTES**

MAY 2, 2024 – 2:00PM – MAYOR’S OFFICE

Board Member Present:

Mayor Jack McCall	Cliff Sallee
Mark Presley	Debbie Jenkins Earps
Linda Sue Bruce	Ginny Gregory
Rebecca Troutt, Shelter Director	

1. Call to order – 2:00pm by Jack McCall
2. There were several concerns over the FY25 budget.
  - a. \$10,000.00 increase – Ms. Troutt explained that there were several shelter needs; roof repair, partition for office and fence (fence has been completed).
  - b. There were concerns about the amount of funds being spent on dog food – Ms. Troutt stated that she feeds the shelter animals and foster animals premium dog food for good health and digestion. For the month of April 2024, the receipts for food added up to approximately \$2000.00. If dog food donations are made to the Shelter these donations would be given to people in our community in need of dog food and not the shelter animals, per Ms. Troutt. Debbie Jenkins Earps made a motion for Ms. Troutt to seek bids for medium grade dog food from businesses within our county and outside of county. Seconded by Cliff Sallee.  
**Motion Carried** (These bids are to be presented at the next board meeting.)
  - c. Line item 308 was also a concern. Ms. Troutt wanted to hire a consultant to help evaluate animals and families for placement in homes. Cliff Sallee stated this should be Ms. Troutt’s job as the Director of the Shelter. Debbie Jenkins Earps made a motion to delete these funds from the budget. Seconded by Cliff Sallee.  
**Motion Carried**
3. The Board was inquiring about the lack of board meetings. Ms. Troutt stated that she sent out emails multiple times to set up meetings with no response. Board members present stated that they have not received any emails regarding meetings from Ms. Troutt. It was suggested that the Board meet quarterly (January, April, July, October) on the second Monday of said months at 2:00pm. Place was not discussed. All board members were in favor.
4. Rebecca Troutt’s update on Shelter.
  - a. Ms. Troutt presented a rough draft personnel policy for the Shelter. It was requested the policy be emailed to all board members.
  - b. Ms. Troutt stated that the 501c-3 application has been completed.

Motion to adjourn by Ginny Gregory, seconded by Linda Sue Bruce.

Hartsville/Trousdale County, Tennessee

Statement of Proposed Operations

101 - General Fund

For Fiscal Year Ending June 30, 2025

Statement D

0.9364                      0.9491                      0.9491                      0.9491  
 1¢ = 32,358                      1¢ = 34,285                      1¢ = 34,285                      1¢ = 35,368

ACCOUNT NUMBER		ACTUAL 2022-2023	AMENDED BUDGET 2023-2024	ESTIMATED 2023-2024 (February 2024)	PROPOSED 2024-2025	Notes
<b>55120</b>	<b>ANIMAL SHELTER</b>					
101 - 55120-164	Attendant	29,236	31,862	31,862	33,830	
101 - 55120-169	Part Time Attendant	11,441	24,043	24,043	-	
101 - 55120-187	Overtime Pay	270	500	497	500	
101 - 55120-201	Social Security	2,539	3,497	3,497	2,128	6.20%
101 - 55120-204	State Retirement	1,736	1,942	1,942	2,111	6.15%
101 - 55120-212	Employer Medicare	594	818	818	498	1.45%
101 - 55120-307	Communications	488	550	516	550	Shelter Cell phone
101 - 55120-320	Dues and Memberships	50	50	50	50	
101 - 55120-322	Evaluation and Testing	-	108	162	100	
101 - 55120-335	Maintenance And Repair Services-Buildings	5,181	2,000	1,250	1,500	
101 - 55120-338	Maintenance And Repair Services-Vehicles	407	1,000	350	1,000	
101 - 55120-347	Pest Control	125	350	300	300	
101 - 55120-349	Printing, Stationary, and Forms	-	750	-	750	
101 - 55120-355	Travel	-	-	-	200	
101 - 55120-357	Veterinary Services	2,685	8,000	7,600	8,000	
101 - 55120-357-SPNEU	Veterinary Services - SPAY/NEUTER GRANT	1,400	1,400	1,400	1,500	Animal Friendly Grant
101 - 55120-401	Animal Food And Supplies	1,219	5,000	2,500	3,000	food, treats, vet supplies
101 - 55120-410	Custodial Supplies	612	1,000	550	1,000	
101 - 55120-413	Drugs and Medical Supplies	2,168	-	1,250	3,500	medication, preventative treatments
101 - 55120-415	Electricity	4,423	4,000	2,780	3,000	
101 - 55120-425	Gasoline	107	250	150	185	
101 - 55120-435	Office Supplies	650	1,000	750	1,000	
101 - 55120-454	Water And Sewer	929	1,400	1,214	1,400	
101 - 55120-471	Software	130	-	-	-	
101 - 55120-499	Other Supplies And Materials	4,072	2,000	1,850	2,000	
101 - 55120-524	In Service/Staff Development	250	1,500	-	250	
101 - 55120-599	Other Charges	75	-	115		
101 - 55120-707	Building Improvements	13,160	12,000	-	-	
101 - 55120-711	Furniture and Fixtures	121		350	-	
101 - 55120-719	Office Equipment	-	-	1,455	-	
101 - 55120-724	Site Development	478	-	-	-	
101 - 55120-790	Other Equipment	-	-	-	-->	Will be using \$10,000 from reserves - to be
<b>Total Animal Shelter</b>		<b>84,546</b>	<b>105,020</b>	<b>87,250</b>	<b>68,353</b>	

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

**ORDINANCE #169-2018-15**

**AN ORDINANCE TO UPDATE THE POLICIES AND PROCEDURES AT THE  
HARTSVILLE/TROUSDALE COUNTY ANIMAL SHELTER**

**WHEREAS**, the Hartsville/Trousdale County Animal Shelter Board has met and considered the current operations of the Hartsville/Trousdale County Animal Shelter, and

**WHEREAS**, this Board has made certain recommendations to the Hartsville/Trousdale County Commission to replace the policies put in place by Ordinance 38-2006-08, and

**WHEREAS**, THE Hartsville/Trousdale County Commission and County Attorney have reviewed the attached policy with attached forms and recommends the adoption of the Animal Shelter Policy and Procedures with Fee Schedule attached herewith.

**NOW, THEREFORE, BE IT RESOLVED** by the Hartsville/Trousdale County Commission meeting in regular session this 27<sup>th</sup> day of August 2018, that Ordinance 38-2006-08 be repealed in its entirety and replaced by attached new policy herewith entitled "Hartsville/Trousdale County Animal Shelter Policy and Procedures".

**AND BE IT FURTHER ORDAINED** by the Hartsville/Trousdale County Commission that these changes shall take effect on the earliest date permitted by law of the passing of this ordinance.

*Recommended by Animal Shelter Board August 13, 2018*


		1M	<u>Shane Burton</u>						
First Reading:	<u>August 27, 2018</u>	2m	<u>Amber Russell</u>	YES	<u>19</u>	NO	<u>0</u>	ABS	<u>1</u>
									<u>PASSED</u>
		1M	<u>Richard Harsh</u>						
Second Reading:	<u>September 24, 2018</u>	2m	<u>Shane Burton</u>	YES	<u>19</u>	NO	<u>1</u>	ABS	<u>0</u>
									<u>PASSED</u>

**PASSED AND SO ORDERED, THIS 24<sup>th</sup> DAY OF SEPTEMBER 2018**

**Approved:**

  
**Jerry Ford**  
Commission Chairman

**Attest:**

  
**Rita Crowder**  
County Clerk

# HARTSVILLE/TROUSDALE COUNTY GOVERNMENT

## COUNTY ANIMAL SHELTER

### POLICIES AND PROCEDURES

#### I. Intakes

All dogs to be accepted must be brought to the shelter. Hartsville/Trousdale County Shelter staff will not be responsible for picking up animals at this time.

Dogs will be accepted based on health, age, temperament, shelter capacity, etc all at the discretion of the Shelter director. Vicious dogs will not be accepted at the Shelter. Vicious animals are to be reported to the Sheriff's Department.

Dogs will be vetted by the HTC Animal Shelter Staff. This will include any necessary vaccinations, deworming, spay/neuter verification and quarantine requirements. Dogs will be documented by staff to include photos, identifying markings, and vaccination records.

Any unclaimed dog will be available for adoption or rescue after 5 days. Dogs will be advertised on social media and/or newspaper and/or public notice boards.

#### II. Claim

Any dog accepted by the HTC Shelter can be claimed by the owner from day one of intake. To claim a dog, the owner must be able to provide proof of ownership through veterinarian records, pictures, or official papers. Upon validated proof of ownership, the dog will be released to the owner per fee schedule. Owner must sign release forms and provide proof of rabies vaccination within 10 days.

#### III. Adoption/Rescue

After 5 days, the dog will be available for adoption or rescue. Adoption forms/valuation will need to be assessed by the HTC Shelter staff. Shelter staff will place the dog into accepted adoptive family or rescue.

#### IV. Termination

Termination or euthanasia of a dog will be at the discretion of the HTC Shelter director and staff. Reasons will include gravely ill and vicious animals. Termination will be handled by a certified veterinarian facility.

#### V. Volunteer Staff

Anyone wishing to volunteer their time at the HTC Shelter will need to fill out a Volunteer registration form and sign an agreement, nondisclosure, and waiver forms.

## **VI. Remedies and Penalties**

### **REMEDIES**

Any person(s) or business allowing animal(s) to run at large, and the animal(s) are serviced by the Hartsville/Trousdale County Animal Shelter and/or staff are subject to the following administrative and/or remedial fees:

#### **A. Boarding**

Boarding at large animals will be charged a rate of twenty (\$20.00) dollars per day, not to exceed the maximum amount of two hundred (\$200.00) dollars.

#### **B. Vaccination/Intake Medication**

An administrative expense up to thirty (\$30.00) dollars maximum may be required for Dhpp, Bordatella, de-wormer, flea and tick prevention and other animal welfare and care.

#### **C. Rabies Validation**

If no proof of rabies vaccination is provided within ten (10) days of intake, a fifty (\$50.00) dollar administration expense will be required.

### **PENALTIES**

Any person violating any requirement of this ordinance shall be fined not less than fifty (\$50.00) dollars for each offense. Each day such violation shall continue constitutes a separate offense. No person shall be fined more than five hundred (\$500.00) dollars.

Nothing herein this section prevents alternate remedies for negligence and/or intentional acts of any person(s) and/or business for acts or omissions constituting a separate claim for relief under Federal or State Laws or any other claim for equitable and/or administrative relief.

All remedies and penalties may be waived at the discretion of the Animal Shelter Director and the Hartsville/Trousdale County Animal Shelter Board.

## **VII. Money Intake**

All fees and donations collected by the HTC Animal Shelter are to be validated by the Shelter Director and one other witness. The deposits are to be turned into the Mayor's office and then deposited to the Trustee within three (3) days of reception.