



TOWN OF TROPHY CLUB

1 Trophy Wood Drive
Trophy Club, Texas 76262

MEETING AGENDA

ANIMAL SHELTER ADVISORY BOARD

June 12, 2024

6:30 PM

Council Chambers

CALL TO ORDER AND ANNOUNCE A QUORUM

PUBLIC COMMENT(S)

This is an opportunity for citizens to address the Board/Commission on any matter pursuant to Texas Government Code Sec. 551.007. The Board/Commission is not permitted to discuss or take action on any presentations made concerning matters that are not listed on the agenda. Presentations are limited to matters over which the Board/Commission has authority. Speakers have up to four (4) minutes or the time limit determined by the Presiding Officer. Each speaker must have submitted their request to speak by completing the Speaker's Form or may email tdixon@trophyclub.org

REGULAR ITEMS

1. Consider approval of the December 13, 2023 Minutes (S. Edstrom)
2. Discuss Section 2.02.001 (f) (6) of the Town's Code of Ordinances pertaining to animal surrenders. (B. Hall)

ADJOURN

The Board/Commission may convene into executive session to discuss posted items as allowed by Texas Government Code Sections 551.071 through 551.076 and Section 551.087.

Notice is hereby given that a quorum of the Town of Trophy Club Town Council may be in attendance at this meeting. The Town Council will not deliberate or take any action.

CERTIFICATION

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall for the Town of Trophy Club, Texas, in a place convenient and readily accessible to the general public at all times on the following date and time: June 5, 2024, at 4pm, and said Notice of

Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551 at least 72 hours prior to the scheduled time of said meeting.

Brian Hall
Animal Shelter Manager

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 6822372900, 48 hours in advance, and reasonable accommodations will be made to assist you.

**MINUTES FROM REGULAR SESSION
ANIMAL SHELTER BOARD
FOR THE TOWN OF TROPHY CLUB LOCATION: 1
TROPHY WOOD DRIVE, TROPHY CLUB, TEXAS
Wednesday December 13, 2023 at 6:30 P.M.**

The Animal Shelter Board for the Town of Trophy Club, Texas, met in a Regular Session on December 13, 2023. The meeting was held within the boundaries of the Town and was open to the public.

STATE OF TEXAS §
COUNTY OF DENTON AND TARRANT §

BOARD MEMBERS PRESENT:

Susan Edstrom: Chair/ Municipal Officer
Brian Hall: Animal Shelter Operations
Bobby Tillman: Municipal Officer
Deanna Polner: Resident
London Wilson: Resident
Dr. Brook Bemis: Veterinarian

Guest in audience: Pam Swan, former member

CALL TO ORDER AND ANNOUNCE A QUORUM

Susan Edstrom called the meeting to order and announced a quorum at 6:30 pm.

CITIZEN PRESENTATIONS

Citizens are allowed four (4) minutes to address the Board regarding an item over which the Board has policy or oversight authority as provided by Texas law, the ethics order, or other policy order. Each speaker must complete the Speaker's Form that includes the topic to be presented.

Pam Swan addressed the board to welcome new members. Board thanked her for her years of service.

Regular Session

1. Consider approval of the September 20, 2023 ASAB Minutes.

A motion was made by Brian to approve the minutes; A second was made by Bobby; motion passed unanimously.

2. Discuss and consider recommendations to the Town Council to amend Appendix A, "Fee Scheule," Section A1.006 of the Towns Code of Ordinances relating to impound fees.

A motion was made by Deanna to approve the recommendations to Council; A second motion was made by Brooke; motion passed unanimously.

3. Discussion on Section 2.02.001 (f) of Chapter 2, "Animal Control" of the Town's Code of Ordinances relating to the surrendering of animals. Board members discussed owner surrender verbiage and some possible changes that may be needed.

4. Receive a shelter update from ACO Hall on impounds and pet registrations for the year. (B. Hall) Officer Hall gave his detailed report.

5. Discussion on the Town of Trophy Club Meet and Greet Open House event scheduled for January 17, 2023.

Board members discussed the upcoming event and who would be available to work the table.

ADJOURN

Meeting was adjourned at 7:09pm by Susan Edstrom

Brian_Hall
Board Member

Susan Edstrom
Chair

ARTICLE 2.02 IMPOUNDMENT

§ 2.02.001 Generally.

- (a) Impoundment of animals at large. The local rabies control authority shall take into custody any animal found at large in the town and shall impound the animal into the custody of the police department, the police department's designated place of animal detention, or the animal shelter, as defined by section 2.01.001 of this chapter.
- (b) Holding period. Such impounded animal shall be held for a period of not more than three (3) days if not claimed or surrendered before the three (3) day period.
- (c) Disposition of unclaimed animals. At the end of such period, if the animal has not been claimed and the fees associated with the impoundment have not been paid to the town, the animal is deemed the property of the town and may be placed up for adoption by the town or euthanized as determined by the local rabies control authority.
- (d) Notification of owner. Prior to adoption or euthanasia, reasonable attempts in accordance with the written town animal control policy shall be made to contact the owner of the animals.
- (e) Protective custody impounds.
 - (1) If an animal is impounded as the result of a fire, medical emergency, hospitalization, custody arrest, or other natural or man-made situation that leaves the owner, harborer or person otherwise in possession of the animal temporarily incapable of maintaining control of, or caring for, the animal, an animal control officer may impound the animal and house it at the animal shelter.
 - (2) The owner, harborer or the person that was in possession of the animal will be notified of the location of the animal, the conditions under which the animal may be released, and that the animal will be held for a period of seven (7) days. If the owner, or his designee, has not claimed the animal within seven (7) days, the animal becomes the property of the town to be disposed of by the animal control center through adoption, transfer to an animal rights organization, or euthanasia.
 - (3) Owners, or their designees, shall fulfill all the requirements for redemption as prescribed by this chapter.
- (f) **Surrender of animals.**
 - (1) The owner of a domestic animal may seek permission from the local rabies control authority to surrender the domestic animal to the animal shelter. The local rabies control authority shall have the discretion to accept or reject the surrender of the domestic animal based upon available space and resources at the animal shelter and based upon compliance with all requirements of this section.
 - (2) An owner requesting to surrender a domestic animal to the local rabies control authority shall complete a surrender form and submit a surrender fee as required by the fee schedule in appendix A of this code, and, when applicable, shall also pay all costs of transportation, shelter and impoundment for that domestic animal.
 - (3) If the owner surrendering the domestic animal can provide documentation that the surrendered animal has a current rabies vaccination and has been spayed or neutered, the surrender fee shall be one-half (1/2) of the surrender fee found in the schedule of fees of the town.

- (4) Upon completion of all required forms, payment of all applicable fees, including all fees resulting from the impoundment, transportation, and shelter of a domestic animal, when applicable, and acceptance of the domestic animal by the local rabies control authority, the animal shall be impounded and shall immediately become the sole property of the town. The impounded animal may be placed up for adoption or euthanized as determined by the local rabies control authority.
- (5) The local rabies control authority is under no obligation to notify the former owner of a surrendered domestic animal if it is determined that the animal must be euthanized.
- (6) As used in this section, the term “domestic animal” shall mean any of the various animals that have been tamed and made fit for a human environment and that are permitted to be maintained within the town by ordinance, regulation or policy, such as dogs, cats and ferrets only.
- (7) For the purposes of this section, an owner shall include a person who is harboring an animal.

(Ordinance 1999-32, sec. 4, adopted 12/21/99; Ordinance 2002-18, sec. 5, adopted 5/6/02; Ordinance 2006-24, sec. II, adopted 7/24/06; Ordinance 2006-43, sec. II, adopted 11/6/06; 2006 Code, ch. 2, sec. 1.10; Ordinance 2008-43, sec. 2, adopted 12/15/08; Ordinance adopting Code; Ordinance 2018-12 adopted 6/12/18)