

ANIMAL SHELTER MEETING

MINUTES

September 24, 2024 2:00 PM

PRESENT

Mike Hamp, Waynesboro City Manager

Leslie Beauregard, Staunton City Manager

Candy Hensley, Assistant County Administrator, Proxy for Tim Fitzgerald

Jon Hilbert, Shelter Director

1. Minutes were presented and approved for the August 27 meeting.
Motion: Hamp Second: Hensley Approved
2. Mr. Hilbert gave an update on hiring. Currently accepting application for (1) Kennel Attendant position.
3. The owners discussed the proposed salary increases for various staff per the classification study completed by the County. The total is \$17,952.48. The owners approved the salary increase amount beginning October 16, 2024.
Motion: Hamp Second: Hensley Approved
4. Mr. Hilbert presented the Adoption & Foster Policy. After discussion, the Policy was approved with changes as discussed.
Motion: Hamp Second: Hensley Approved
5. Mr. Hilbert gave an update on the Population Report, which is attached.
6. Mr. Hilbert gave the Director's Report, which is attached.
7. Ms. Hensley gave an update on the new animal shelter. She indicated duct work is being installed, plumbing work is continuing in the floor slabs, and submittals are being reviewed. Ms. Hensley also presented a cost estimate to install indoor/outdoor dog runs as previously designed. The cost includes finishing the room they are in to include epoxying flooring, indoor kennels, base cove, paint, outdoor kennels, outdoor concrete slab, doors in the wall, and trench drains inside and outside. The estimate is approximately \$96,000.
8. Meeting adjourned.
Motion: Hensley Second: Hamp Approved

Next meeting – October 22, 2024 at 2:00 PM