10/28/2016

Village of North Hudson
400 7th Street N
Hudson, WI 54016

Dear Municipal Administrator,

As you know, Animal Humane Society partners with local cities to improve the lives and welfare of animals as well as the impact they have on people in our community. We look forward to continuing our partnership with you in 2017.

While we have had no significant internal policy or practice changes that will affect this relationship, we want to remind our Wisconsin partners that the stray holding period in the state has changed. It is now 4 days if the animal has a live release (adopted, returned to owner) and 7 days if euthanized. These time frames have been updated in our contract.

Two copies of your 2017 contract are enclosed. We anticipate no other changes that will impact our municipal contracts, so the language in the new agreement is consistent with the one you signed for 2017 with the exception of Wisconsin holding days. Our holding fees – which have been static for several years – will increase slightly to $142 per animal for cats and dogs and $43 per animal for other domestic animals.

If you have any questions, please feel free to contact me at the email or phone number below. We have simplified the process this year by already signing our part of the contract. Please sign both copies of the contract and return one of them to the Woodbury address below.

We appreciate your partnership as we seek to serve both the people and animals of our communities.

Sincerely,

Graham Brayshaw, DVM
Director of Animal Services, Animal Humane Society
gbrayshaw@animalhumanesociety.org
(763) 489-2224

Animal Humane Society
c/o Dawn Mathews, Site Manager
9785 Hudson Rd.
Woodbury, MN 55125

* 2016 Rates
$135 per cats + dogs
$41 per animal for other domestic animal

Animal Humane Society
and
Village of North Hudson, WI

Letter of Understanding for Impound Housing Services
2017

1. Animal Humane Society (AHS) agrees to provide the following services:
   a. Housing for stray or abandoned animals that are retrieved or legally seized by your municipality's community service officer (CSO) or animal control officer (ACO), or for stray animals that are brought into the shelter by a citizen and verbal permission is given by your agency via phone for intake. Housing includes kennel space, daily cleaning, food and water.
   b. Herd management vaccination following our standard vaccination protocols, as well as medically necessary and/or emergency care for sick or injured animals impounded during regular business hours.
   c. Euthanasia services as deemed necessary by an AHS veterinarian. These services may be provided at the end of the legally required holding period or in the case of a medical situation that requires immediate euthanasia.
   d. Adoption services as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
   e. Euthanasia services and body disposal as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
   f. Provide animal rabies quarantine or diagnostic service for stray felines or canines that have bitten a person.
   g. Hold animal for the legally required stray holding period: 5 days in MN, 4 Days in WI if a live release, 7 days in WI if euthanized or until reclaimed by owner within this holding period.
   h. AHS will follow internal policy and best practice for unclaimed animals. **The Village of North Hudson** may request and view AHS policies at any time.

2. AHS expectations:
   a. AHS is not responsible for sick or injured animals that are left after hours. Outside treatment must be sought for these animals by the animal control officer or community service officer prior to leaving the animals at the AHS facility when veterinary staff members are not on duty.
   b. AHS has the sole authority to disposition all animals that have not been reclaimed upon the expiration of the legally designated holding period.

c. AHS will not accept feral cats seized under municipal authority by your municipality's CSO or ACO.

3. **The Village of North Hudson** agrees to:
   a. Adhere to the drop off procedure set forth by AHS including animal housing at the shelter and paperwork. Drop off procedures and paperwork training for community service or animal control officers will be provided.
   b. Adhere to state laws and local ordinances that apply to the handling of stray or abandoned animals and the seizure and return of animals to their owners.
   c. Direct citizens where to take stray animals when not receiving permission for impoundment at AHS.
   d. Seek care for injured or sick animals prior to drop off in the event that it is after hours and/or AHS veterinary staff is not on duty.
   e. Pay the designated fees for each animal cared for from your municipality. AHS will charge a standard stray holding fee of $142 per canine or feline and a $43 fee per "other" domestic animals (rabbits, guinea pigs, birds etc.) not reclaimed by its owner. AHS will charge a $10 administrative/processing fee to the municipality for each animal reclaimed by its owner in place of the stray holding fee. In these instances AHS will charge the owner reclaim fees. Fees for animals seized by the municipality (such as rabies quarantine) may vary due to the differing nature of their holding periods and services required.
   f. Adhere to AHS policy and best practice for unclaimed animals. **The Village of North Hudson** may request and view AHS policies at any time.
   g. Adhere to building access rules and ensure that the service access door is closed and locked after use in an after hours drop off.
   h. Ensure that the municipality's CSO/ACO uses his/her discretion in the field as to whether or not to impound an animal. AHS is not responsible for those decisions.
   i. Be available to members of your community to resolve their concerns related to the actions of your ACO/CSO officers and your municipality's procedures, policies and requirements.
   j. Release AHS from all liability of claims resulting from or related to providing impound housing services. **The Village of North Hudson** accepts responsibility for the CSO/ACO while in the course of impounding animals at AHS.

4. Administration
   a. AHS will bill the municipality at the end of each quarter on a fiscal calendar year. Billing will be mailed in the first month following the end of the quarter. Payment is expected within 30 days of receipt of billing.
   b. AHS will assign a contact person who should be contacted in the event of any problems, concerns or to receive feedback regarding the program.
   c. Any billing disputes must be raised within 10 days of receipt of billing.

This agreement is based on a one year commitment, which is renewed annually from the date your administrator signs the agreement below. The agreement can be ended at anytime by either party with a 30 day notice.

This agreement is entered into on the _____ day of _____, 2017 by

_____
Janelle Dixon, President & CEO
Animal Humane Society

_____
Signed on behalf of Municipal Authority

_____
Printed Name and Title