



November 20, 2024

Dear Municipal Administrator,

Tri-County Humane Society's animal impound partnership with local municipalities positively impacts the health, safety, and well-being of all members of our shared community. Thank you for seeing the importance of this partnership for the welfare of both pets and people. We look forward to our partnership with you in 2025.

We understand how important reliable, effective, and efficient impound services are for you and the people you serve. We take pride in the services we provide and strive to continuously add process improvements. Below are a few updates to our services and fee schedule that we would like to highlight as we move into the new contract year:

1. To make things more efficient for both you and our staff, rather than calling, we will inform designated authorities via email within 24 hours of an animal's impoundment with the location found and animal information. Should you wish to dispute an animal impoundment (i.e. found location is outside of your jurisdiction), please email cs@tricountyhumanesociety.org within the animal impound holding period.
2. We have added an additional fee of \$500 for all bite quarantines. We would encourage you to follow the State of Minnesota guidelines and only require quarantines for animal-on-human bites, not animal-on-animal bites, and for animals with a known owner, that you allow them to quarantine in home or at their own veterinary clinic rather than bringing them to us.
3. Animals birthed within the holding period of an impounded animal will be added to that animal's intake and billed accordingly.
4. See new fee structure for provided services.
5. Trap, Neuter, Return (TNR) and Return To Field (RTF) programs have become widely accepted as an effective means of managing feral community cat colonies world-wide. Rather than impoundment, TCHS will be offering Return to Field (RTF) services to people struggling with outdoor feral community cat colonies on their property. This will include spaying/neutering, ear tipping, administering rabies and distemper vaccines, and returning the cat to their property. Cats may qualify if they are deemed feral, unsocial and healthy appearing. We will work with the person harboring the cats to arrange live-trapping and transportation to and from our shelter

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pets@tricountyhumanesociety.org | www.tricountyhumanesociety.org



when feasible. If you would like to learn more about our RTF services for controlling feral community cat colonies in your municipality, or if you thought your residents would like more information about using this program, please reach out to TCHS for more details. ***Please note:** If a feral cat is trapped whose ear has been tipped, it has likely already been through an RTF program and has an outdoor "home."

Please review the attached Agreement and sign and return it by mail or email to TCHS by December 31, 2024. Handwritten edits to this contract will not be accepted. If you have any questions regarding the contract, please reach out to me directly.

We appreciate your partnership as we seek to serve the people and animals of central Minnesota.

Sincerely,

Kari Boehmer
Customer Service Manager
(320) 252-0896 ext. 22
esm@tricityhumane.org



ANIMAL IMPOUND AGREEMENT

This agreement is between the municipality of City of Clearlake and Tri-County Humane Society, effective **January 1 - December 31, 2025**.

A. THE FOLLOWING IS MUTUALLY AGREED UPON BY THE PARTIES:

1. That Tri-County Humane Society (TCHS) agrees to:
 - a. Provide an appropriate animal shelter with competent staff to adequately and properly house and handle impounded animals. The shelter shall be open to the public to receive inquiries regarding lost or found animals or to reclaim animals seven days a week (excluding holidays) during the hours of noon to 6:00 pm on weekdays and noon to 5:00 pm on weekends apart from alternate hours due to inclement weather.
 - b. Receive and impound domestic companion animals found or legally seized within the municipality by the municipality's community service officer (CSO), animal control officer (ACO), or other authorized municipal representative during the shelter's operating hours.
 - c. Receive and impound domestic companion animals found and verified to be within the municipality by private citizens during the shelter's operating hours.
 - d. Notify via email all designated municipal personnel of animal impoundment within 24 hours of animal intake.
 - e. Hold stray animals for up to five business days per Minnesota State Statute and publicize them upon intake on www.tricountyhumanesociety.org.
 - f. Receive and offer bite quarantine services for animals without a known owner, or when the animal's owner is unable to provide such services. Animals will be held on bite quarantine for 10 business days, plus 1 full business day to allow for reclaim by owner.
 - g. Receive and hold seized animals for up to 10 business days per Minnesota State Statute, or longer upon request of a person claiming an interest in a seized animal, which request must be made within ten days of the date of seizure, TCHS agrees to hold seized animals for an extended period as deemed necessary per fee schedule below.
 - h. Perform humane euthanasia as deemed necessary by TCHS' licensed veterinarian.
 - i. Provide proper and adequate shelter, food, water, and other humane care treatment for impounded domestic animals.
 - j. Assess all impounded animals, vaccinate and de-worm all dogs and cats upon intake when feasible, and provide additional veterinary care within the shelter's capacity as necessary.
 - k. Handle all inquiries that are received by TCHS in respect to the impounded animals, keeping a log of lost and found reports and cross-referencing each list regularly to facilitate reclaims.
 - l. Assume ownership for unclaimed impounded animals beyond the times provided in this contract (i.e. on the 1st day after stray or safekeeping hold is complete or on the 2nd day after a bite quarantine is complete.)



m. Invoice the municipality clerk quarterly (April, July, October, January) for impounded animals not returned to their owner per the schedule below.

2. That the municipality agrees to:

- a. Deliver seized animals within the municipality to TCHS.
- b. Seek alternative veterinary care for animals if it is deemed beyond the capacity of TCHS or agree to humane euthanasia if deemed necessary by TCHS licensed veterinarian.
- c. Provide a list of names and email addresses of those who will be notified of animal impound within 24 hours of impoundment.
- d. Notify TCHS within the legal holding period of 5 business days for stray animals or 10 business days for seized animals of any intake disputes.
- e. Pay TCHS quarterly within 30 days of receiving invoice for impound services per detailed fee schedule.
- f. Pay a \$30 late fee to TCHS for any payments received after the listed payment date.

B. FEE SCHEDULE*

1. Stray animals held for up to 5 business days: \$100 per animal (see cap on litters below)
 - a. Additional \$20 per day beyond the 5-day holding period
 - b. Stray litters (3 or more) of puppies, kittens, or other animals under 10 weeks of age will be capped at \$250
2. Seized Safekeeping or Bite Quarantine animals held for up to 10 business days: \$200 per animal
 - a. Additional \$20 per day beyond the 10-day holding period
 - b. Additional \$500 surcharge for animals needing bite quarantine
3. Holding and disposal of animals who are dead on arrival (DOA): \$75 per animal

*Owners reclaiming their pet within the stray or seized holding period will be charged the impound fee per the fee schedule. These animals will appear with a zero balance on your invoice.

C. TERM

1. The term of this Agreement shall begin on the Effective Date of January 1, 2025, and end December 31, 2025, unless terminated sooner in accordance with the terms of this Agreement.
2. Either party may terminate this Agreement for convenience at any time. Termination shall be effective at the end of the month following the party's receipt of thirty (30) days written notice to the other party.
3. Either party may terminate this Agreement if the other party is in breach of any material obligation contained in this Agreement, which is not remedied by the other party within ten (10) days of written notice.
4. The parties may voluntarily terminate this Agreement at any time by mutual agreement.
5. In the event of termination, the municipality shall only be responsible to pay for the services satisfactorily performed to TCHS to the effective date of termination, as described in the final invoice to the municipality.



6. Should any of the terms of this agreement need to be amended by Tri-County Humane Society, Tri-County Humane Society will provide a 30-day written notice.

IN WITNESS WHEREOF the Parties have caused this Agreement to be approved on the effective date above.

TRI-COUNTY HUMANE SOCIETY AUTHORIZED AGENT

Signature: _____ Title: _____ Date: _____

MUNICIPALITY AUTHORIZED AGENT

Signature: _____ Title: _____ Date: _____

MUNICIPALITY BILLING / CLERK CONTACT INFO

Clerk of Municipality: _____ Clerk Phone Number: _____

Clerk Email Address: _____

Billing Address: _____

Please list the names and email addresses of those who should be notified of animal impound intakes:

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____