



Animal Services Board

August 26, 2026
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

AGENDA

A. CALL TO ORDER

B. PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Board/Commission regarding any item on this agenda that is not a "Public Hearing." Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972.874.6000 during business hours.

In accordance with the Texas Open Meetings Act, the Board/Commission is restricted from discussing or acting on items not listed on the agenda.

To speak during public comment, fill out a comment form (PDF). Note:

- Limited to three (3) minutes, a tone will sound at 30 seconds left and when time has expired, and times may be adjusted by the Chair
- Direct comments to the Board/Commission
- State your name and the municipality where you reside

C. CONSENT ITEM(S)

This part of the agenda consists of non-controversial, or "housekeeping" items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

1. - Consider approval of the minutes from the Animal Services Board Meeting on June 17, 2026
2. - Consider approval of the minutes for the Work Session meeting on July 22, 2026
3. - Monthly Reports

D. REGULAR ITEM(S)

1. - Subcommittee Owl Update
 - - Identification of suitable and willing hosts for owl boxes, including clarification of selection metrics
 - - Summary of peer review feedback on the brochure and information packet, noting any remaining questions

- - Communications Department review
- - Expected timeline for launching materials at the shelter
- - Requirements from your team to proceed
- - Overview of final tasks needed to complete Phase 1

2. - Subcommittee Christmas Parade Update
3. - Activity Update

E. FUTURE AGENDA ITEM(S)

The purpose of this item is to allow the members an opportunity to bring forward items they wish to discuss at a future meeting.

F. COORDINATION OF CALENDARS

1. Proposed Future Dates
 - October 7, 2026
 - February 24, 2027
 - May 19, 2027
 - October 27, 2027

G. ADJOURN

I do hereby certify that the notice of above meeting for the Town of Flower Mound was posted at Town Hall, Town of Flower Mound, Texas, and on the Town's website in compliance with Chapter 551, Texas Government Code on _____, _____, 2026, by 5:00 p.m.

Christine Hastings, Staff Liaison

The Flower Mound Town Hall and Jody Smith Hall are wheelchair accessible. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting by contacting Town Hall at 972.874.6000. Additional time limits will be provided for members of the public that need to address the Town Council through a translator.

Animal Services Board



June 17, 2026
Town Hall
2121 Cross Timbers Road
Flower Mound, TX 75028

6:30 p.m.

DRAFT MINUTES

A. CALL TO ORDER

Chair Soderberg called the regular meeting to order at 06:30 PM.

The Animal Services Board met in a regular meeting with the following members present:

Robyn Read, Veterinarian, Place 1
Christine Hastings, Staff, Place 2
Kelly Furnas, Place 3
Beth Soderberg, Place 4
Laurie Appelbaum, Place 5
Janvier Werner, Councilmember, Place 6

Sean Lee, Alt. Place 8
Bruce Munro, Alt. Place 9

with the following member(s) absent:
Carina Vanlaet, Place 7

constituting a quorum with the following members of the Town Staff participating:

Christine Hastings, Board Liaison

B. PUBLIC COMMENT

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- State your name and the municipality where you reside

No public comments were received.

C. CONSENT ITEM(S)

This part of the agenda consists of non-controversial, or “housekeeping” items required by law. Items may be removed from Consent by any Commissioner by making such request prior to a motion and vote.

ACTION: Laurie Appelbaum moved to approve C1 through C2. as presented in the agenda caption. Janvier Werner seconded the motion.

AYES: Kelly Furnas, Robyn Read, Christine Hastings, Laurie Appelbaum, Janvier Werner, Sean Lee

NAYS: None

ABSTAIN: None

RESULT: 6 : 0

1. - Consider approval of the minutes from February 18, 2026
2. - Monthly Stat. Reports

D. REGULAR ITEM(S)

1. - Activity Update

The Board reviewed upcoming Animal Services activities and discussed opportunities for Board members to assist with community events.

Events discussed included:

- Handel’s Ice Cream fundraiser
- Movies in the Park
- Woof-O-Ween
- Doggy Dive

Board members volunteered to assist with the Handel’s Ice Cream fundraiser. It was clarified that volunteers would be divided between two shifts to avoid having a quorum of Board members present at the same time.

Animal Services Manager Christine Hastings provided information regarding Movies in the Park and explained that Animal Services generally hosts a booth, brings adoptable animals and provides information to attendees. Board members expressed interest in assisting with events that are more difficult for Animal Services staff to cover.

The Board also discussed creating a shared event sign-up document. The document would allow Board members to coordinate volunteer assignments while remaining mindful of quorum and Texas Open Meetings Act requirements.

The completed volunteer information would then be coordinated with Animal Services staff.

No formal action was taken.

2. - Subcommittee Owl Update

The Owl Subcommittee presented its proposed owl house project, informally referred to as **“Whoo’s in Owl Hood.”**

The purpose of the project is to:

- Promote the importance of owls in Flower Mound
- Support local biodiversity
- Provide safe nesting locations for screech owls
- Encourage natural rodent control
- Reduce reliance on chemicals and traps
- Educate and engage Flower Mound residents

The Subcommittee proposed beginning with a residential pilot program consisting of 20 owl houses on suitable private properties.

The Subcommittee reported that:

- Several residents had already expressed interest in participating.
- An Eagle Scout group had volunteered to assist with construction.
- Donated materials were expected to cover the cost of constructing the owl houses.
- A knowledgeable volunteer would conduct site surveys to determine whether proposed properties and installation locations were suitable.
- The project was not expected to require Town funding.

The Subcommittee also proposed developing educational materials, including a brochure explaining the project, owl house construction, placement, maintenance and property suitability. Possible educational displays at the Animal Services shelter and the Flower Mound Public Library were discussed.

Additional outreach possibilities included:

- Town social media
- Town utility mailers
- Children’s educational activities
- Presentations to other Town boards and commissions
- Collaboration with schools, wildlife organizations and community groups

The Board discussed the need for Town staff review and approval before using the Town logo or distributing brochures and other project materials. The Board also discussed establishing a dedicated email address for the project and

developing measures to evaluate the success of the pilot program before expanding it.

A motion was made to approve the Board's recommendation of an Owl Pilot Program including:

1. The first phase of the residential pilot program involving 20 suitable properties
2. Awareness and communication efforts, including prior Town staff approval of the brochure
3. Community engagement activities
4. Collaboration and future expansion efforts

ACTION:	Janvier Werner moved to approve the recommendation of an Owl Pilot Program. Kelly Furnas seconded the motion.
AYES:	Kelly Furnas, Robyn Read, Christine Hastings, Laurie Appelbaum, Janvier Werner, Sean Lee
NAYS:	None
ABSTAIN:	None
RESULT:	6 : 0

3. - Subcommittee Christmas Float Update

The Holiday Parade Subcommittee members Laurie Appelbaum and Sean Lee presented a proposal for the Animal Services Board to participate in the Town's holiday parade on December 5, 2026.

The proposal included decorating an Animal Services vehicle with a Grinch-themed design featuring holiday lights, decorations, inflatable characters and stuffed animals displayed in the vehicle's animal compartments.

The Subcommittee explained that participation would help increase community awareness of Flower Mound Animal Services.

Discussion included:

- The time and location for decorating and removing decorations from the vehicle
- Protecting the vehicle from damage
- Electrical requirements for lights and inflatable decorations
- The parade's minimum lighting requirements
- Participation by Board members and Animal Services employees
- The possible use of an appropriate shelter dog
- Whether personal dogs would be permitted

- Permission for a Board member or employee wearing a Grinch costume to ride in the vehicle
- Distribution of candy, glow sticks or stuffed animals
- Use of donated items and decorations
- Storage of reusable decorations at the Animal Services shelter

Animal Services staff advised that the truck could likely be decorated while waiting in the parade staging area. Any animals participating would need to be appropriate for the environment and current on required vaccinations. Additional Town approval may be required for non-employees riding in the vehicle.

ACTION: Janvier Werner moved to approve The Board's participation in the Holiday Parade. Kelly Furnas seconded the motion.

AYES: Kelly Furnas, Robyn Read, Christine Hastings, Laurie Appelbaum, Janvier Werner, Sean Lee

NAYS: None

ABSTAIN: None

RESULT: 6 : 0

E. FUTURE AGENDA ITEM(S)

The purpose of this item is to allow the members an opportunity to bring forward items they wish to discuss at a future meeting.

The Board requested that updates from the Owl Subcommittee and Holiday Parade Subcommittee continue to be included on future agendas.

F. COORDINATION OF CALENDARS

1. August 26, 2026
October 27, 2026
February 23, 2027
May 19, 2027

The Board reviewed upcoming meeting dates.

Due to scheduling conflicts with the proposed October 27 meeting date, the Board discussed moving the October meeting to October 13 or October 14.

The Board tentatively selected **October 13, 2026**, subject to confirmation of room availability and final coordination by Animal Services staff.

G. ADJOURN

Chair Soderberg adjourned the meeting at 7:13 p.m.

Animal Services Work Session



July 22, 2026
Town Hall
2121 Cross Timbers Road
Converence Room 124
Flower Mound, TX 75028

6:30 p.m.

DRAFT MINUTES

A. CALL TO ORDER

Chair Soderberg called the regular meeting to order at 06:35 PM.

The Animal Services Board met in a regular meeting with the following members present:

Christine Hastings, Staff, Place 2
Kelly Furnas, Place 3
Beth Soderberg, Place 4
Laurie Appelbaum, Place 5
Janvier Werner, Councilmember, Place 6
Carina Vanlaet, Place 7
Sean Lee, Alt. Place 8
Bruce Munro, Alt. Place 9

With the following member(s) absent:
Robyn Read, Veterinarian, Place 1

Constituting a quorum with the following members of the Town Staff participating:

Christine Hastings, Board Liaison

B. PUBLIC COMMENT

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C. WORK SESSION ITEM(S)

1. - Delegation of duties: Meeting with ECC and Historical
The Board discussed the purpose and timing of outreach to the ECC and the Historical Commission regarding the screech owl box project.

Karina reported that she was scheduled to make a presentation to the ECC in August. Members discussed presenting the project as an informational preview, requesting input and assistance with public awareness rather than funding or operational support.

The Board emphasized that outreach should remain within the Animal Services Board's advisory role and should not assume responsibility for another board or commission's programs or goals.

Members noted that the Historical Commission had expressed interest in the project and that volunteers might be available in the future.

The Board agreed that future outreach should continue to connect the project to Animal Services and encourage residents to visit the shelter for educational materials and to view a sample owl box.

2. - Discussion: Do we set up with David McCarty a class for the first 20.
The Board reviewed the status of the 20-box pilot. The boxes were constructed through an Eagle Scout project using information provided by owl-box resource David McCarty

Members reported that the completed boxes require retrofitting because the original construction did not fully match the recommended design. The modifications include sealing the top, converting the front to an access panel, adjusting hinges and clasps, adding perches and interior climbing grooves, and confirming ventilation and drainage.

Member Munro demonstrated a modified box and reported that each retrofit takes approximately one hour. Sean offered to assist with completing the remaining boxes.

The boxes are pine rather than cedar because of the cost. Members estimated the material cost of a comparable box at approximately \$35 to \$40, with cedar increasing the cost.

The Board discussed treating Mr. McCarty as a technical resource or consultant rather than expecting him to build boxes or serve as a long-term operational partner.

A future do-it-yourself educational class was discussed as one possible way to teach residents how to build, install, and maintain their own boxes. No class was scheduled during the work session.

3. - Discussion:
 - How soon do we roll out Phase 1.

- How long does it last?
- Plans for Phase 2

Phase 1 - Pilot Placement and Host Responsibilities

The Board reaffirmed that Phase 1 consists of completing and placing the first 20 owl boxes.

Potential host sites should provide appropriate habitat and a suitable installation location. Hosts will be responsible for installation, routine monitoring, cleaning, and maintenance.

To reduce privacy and trespass concerns, members favored placing the pilot boxes primarily with Board members, staff, known contacts, and other willing participants who would voluntarily provide periodic status updates.

Members acknowledged that owl occupancy cannot be guaranteed and may take one or more nesting seasons. Initial success measures should therefore include completed placement, host participation, maintenance, and reported activity rather than owl occupancy alone.

Public Awareness and Educational Display

The Board discussed using the Animal Services shelter as the primary location for an educational display consisting of a sample owl box, posters, brochures, and an information packet.

Possible displays at the library and Town Hall were also discussed, subject to approval through the Town's chain of command and Communications staff.

The Board emphasized that public messaging should direct residents to Animal Services, increase visibility for the shelter, and explain the benefits, construction, installation, and maintenance of owl boxes.

The existing Animal Services Board group email address may be used for project inquiries. Members agreed that the shelter telephone number should not be listed as the primary project contact because staff may not have the specialized information needed to answer questions.

Review and Approval of Educational Materials

Bruce distributed a draft brochure and expanded information packet containing construction, installation, maintenance, and seasonal guidance.

The Board established a peer-review process. All members will serve as the initial "Red Team," with Kelly serving as Red Team captain and consolidating comments.

Members were asked to return comments within approximately one week, with

July 29 identified during the discussion as the target date. Electronic review was also permitted.

After revisions, a smaller “Gold Team” will conduct a final quality-control review. The target discussed for submitting final drafts was August 12.

Final materials will be provided to the Animal Services Manager and Town Communications staff, and to legal staff if required, before public distribution or display.

Phase 2 and Long-Term Direction

The Board agreed that the immediate priority is completing Phase 1 and that Phase 2 should be considered only after the pilot is underway and lessons have been documented.

Long-term ideas included annual educational programming, partnerships with other boards and community groups, resident-built or privately purchased boxes, additional Eagle Scout projects, and possible future sponsorships or donations handled in accordance with Town requirements.

Members expressed a long-term vision of broader Town participation in wildlife-friendly rodent control and environmental stewardship, while recognizing that funding, staffing, liability, procurement, and maintenance issues would require substantial future review.

The Board also discussed the importance of keeping the project connected to Animal Services while ensuring future Board projects continue to support animals housed at the shelter.

4. - How do we meet Town's objective of 137 homes for Wildlife Sanctuary?
The Board discussed how the owl box project could complement the Town's wildlife habitat or sanctuary certification objective.

Members clarified that the certification goal is associated with the ECC and should not become an Animal Services Board program or reporting responsibility.

The owl box project may be presented as one optional feature that residents can use in support of wildlife habitat goals, and the ECC may assist by sharing awareness information and directing residents to the Animal Services educational display.

No formal assignment, numerical target, or action was established for the Animal Services Board during the work session.

5. - Discussion of Bat Boxes

The Chair removed the bat box item from consideration at the beginning of the work session after determining that it was intended for a future discussion.

No action was taken.

D. Follow - Up Items Identified During Discussion

Complete retrofitting of the 20 pilot owl boxes.

Identify suitable, willing hosts for the pilot boxes and document voluntary status-reporting expectations.

Board members to review the brochure and information packet and return comments to Kelly by the agreed deadline.

Kelly to consolidate Red Team comments; Bruce to revise the materials and coordinate the Gold Team review.

Submit final educational materials for staff and Communications approval before public display or distribution.

Provide the ECC presentation materials to Christine for printing; do not distribute the unapproved brochure or information packet.

Route proposed shelter display materials through the appropriate Town approval process.

E. ADJOURN

Chair Soderberg adjourned the meeting at 7:43 p.m.



ANIMAL SERVICES BOARD AGENDA C.3. CONSENT ITEM(S)

DATE: August 26, 2026
FROM:
ITEM: Monthly Reports

BACKGROUND: N/A

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES:

FISCAL IMPACT: N/A
N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. June 2026 Monthly Report
2. July 2026 Monthly Report

DRAFT MOTION: N/A

MONTHLY REPORT

Jun-26
MONTH/YEAR

447
CALLS COMP.

ANIMALS IMPOUNDED

<u>35</u>	<u>39</u>	<u>0</u>	<u>4(2g-pigs/bird/turtle)</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS CLAIMED BY OWNER

<u>16</u>	<u>1</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS OWNER RELEASED

<u>12</u>	<u>10</u>	<u>0</u>	<u>3(2g-pigs/turtle)</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS ADOPTED

<u>11</u>	<u>15</u>	<u>0</u>	<u>3(2g-pigs/turtle)</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS PICKED UP BY RESCUE GROUPS

<u>4</u>	<u>13</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS EUTHANIZED

<u>4</u>	<u>7</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

<u>5</u>	<u>6</u>	<u>0</u>
TEMPERAMENT	ILLNESS	SPACE

BITE REPORTS

<u>6</u>	<u>2</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

PRESENTATIONS

1

DONATIONS

\$520

MONTHLY REPORT

Jul-26
MONTH/YEAR

393
CALLS COMP.

ANIMALS IMPOUNDED

<u>22</u>	<u>39</u>	<u>0</u>	<u>6(4Rats/2Roosters)</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS CLAIMED BY OWNER

<u>8</u>	<u>0</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS OWNER RELEASED

<u>5</u>	<u>8</u>	<u>0</u>	<u>4(Rats)</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS ADOPTED

<u>12</u>	<u>21</u>	<u>0</u>	<u>6(4Rats/2Roosters)</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS PICKED UP BY RESCUE GROUPS

<u>5</u>	<u>15</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

ANIMALS EUTHANIZED

<u>4</u>	<u>10</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

<u>12</u>	<u>2</u>	
TEMPERAMENT	ILLNESS	SPACE

BITE REPORTS

<u>17</u>	<u>2</u>	<u>0</u>	<u>0</u>
DOGS	CATS	LIVESTOCK	OTHER

PRESENTATIONS

1

DONATIONS

\$1,102



ANIMAL SERVICES BOARD AGENDA D.1. REGULAR ITEM(S)

DATE: August 26, 2026
FROM:
ITEM: Subcommittee Owl Update

BACKGROUND:

BOARD REVIEW/CITIZEN FEEDBACK:

ALTERNATIVES:

FISCAL IMPACT: \$

Proposed Expenditure/(Revenue)
\$

Account Number(s):
100-XXX-XXXXXX-XXXX

LEGAL REVIEW: (Name of Town Attorney), of Taylor, Olson, Adkins, Sralla, & Elam L.L.P., has reviewed the (contract, agreement, ordinance, resolution, etc.) as to form and legality.

No alteration to the legal content of this (ordinance, resolution, etc) was made, which had originally been approved by Taylor, Olson, Adkins, Sralla, & Elam L.L.P.

The Town's standard (construction agreement, professional service agreement, etc) form documents, prepared by Taylor, Olson, Adkins, Sralla, & Elam L.L.P., was used to draft this agreement. No alteration to the legal content of this form document was made.

ATTACHMENTS:

None

DRAFT MOTION: Move to approve as presented in the agenda caption.

No action is required by the Town Council on this item.

Discuss and provide staff with direction.

Action will be considered following the second public hearing.



ANIMAL SERVICES BOARD AGENDA D.1. REGULAR ITEM(S)

DATE: August 26, 2026

FROM:

ITEM:

- - Identification of suitable and willing hosts for owl boxes, including clarification of selection metrics
- - Summary of peer review feedback on the brochure and information packet, noting any remaining questions
- - Communications Department review
- - Expected timeline for launching materials at the shelter
- - Requirements from your team to proceed
- - Overview of final tasks needed to complete Phase 1

BACKGROUND:

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES:

FISCAL IMPACT: N/A

N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

None

DRAFT MOTION: N/A



ANIMAL SERVICES BOARD AGENDA D.2. REGULAR ITEM(S)

DATE: August 26, 2026
FROM:
ITEM: Subcommittee Christmas Parade Update

BACKGROUND:

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES:

FISCAL IMPACT: N/A
N/A

LEGAL REVIEW: N/A

ATTACHMENTS:
None

DRAFT MOTION: N/A



ANIMAL SERVICES BOARD AGENDA D.3. REGULAR ITEM(S)

DATE: August 26, 2026
FROM:
ITEM: Activity Update

BACKGROUND:

BOARD REVIEW/CITIZEN FEEDBACK: N/A

ALTERNATIVES:

FISCAL IMPACT: N/A
N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. 2026 Activity List

DRAFT MOTION: N/A

Activity List 2026

JANUARY

12th- Forest Vista Elementary School presentation / check \$283.65

24th- Volunteer Training Class – Cancelled (closed due to weather)

FEBUARY

7th- Volunteer Breakfast

14th - Elementary School Valentines Project

28th- Library Cat Castle Building Event

Saturday, February 28 - 2:00pm - 3:30pm - Flower Mound Public Library - Community Program Room

Build your cat (or other small pet) the castle they deserve! In honor of National Cat Health Month, we'll also be collecting supplies for the cats at the Flower Mound Animal Adoption Center.

Donations for the Flower Mound Animal Services Adoption Center will be accepted during the month of February. Please visit Flower Mound Animal Services for information about which items are needed.

Cardboard and other building supplies for Cat Castles will be provided by the Library.

Kids and families are welcome! - Kids under 10 must be accompanied by an adult.

AGE GROUP: | Tweens | Teens | Preschool | Elementary School | All Ages |

MARCH

Month Long - Reading Room Program (13th -20th Spring Break for LISD)

3rd – Town Citizen Academy

21st- TCAP Event

27TH- Timber Creek Elementary (Career on Wheels)

28th- Easter Egg Scramble

APRIL

- 9th- Old Settlers Career Day
- 11th- Police Open House
- 18th- Fideo Fest (canceled due to weather)
- 25th-Volunteer Training Class
- 27th- Marcus High School Broadcasting group (met with)
- All Month donations Drive Premier 1 Auto Zone (\$100.00)

MAY

- 2nd – PD: Bike with the Blue (\$40.00 in Donations)
- 4th-Interview with Marcus Broadcasting students
- 8th- Girl Scout Troop photos and talk about shelter / cookies
- 9th – Volunteer Training Class
- 15th EP Razor school / donation \$246
- 15th -Blue Bonnet School Career Day
- 22nd-Concert in the Park

JUNE

- 12th-Paws & Properties Adoption Event (\$25.00 in donations)

JULY

- 31st- Alden Montessori School Tour (2 Tour Groups)

AUGUST

- 1st Training Class
- 3rd- Primrose educational presentation
- 6th- Handel's ice cream fundraiser (\$550 raised)
- 22nd- Rock Painting event

SEPTEMBER

11th- Movie in the Park

19th- Birthday PAW-TY

24th Truck Rodeo 2:30pm-4:30 pm

26th – Doggie Dive (8:30-11:30 am)

OCTOBER

9th-10th Fall Fest

21st- Woof-O-Ween

NOVEMBER

7th - Veterans Day Event

12th- TCAP Event

DECEMBER

5th - Christmas Booth / Parade