

Allegan County Board of Commissioners



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ANIMAL SHELTER TASK FORCE MEETING - Draft Minutes Wednesday, January 23, 2008 - 7:30 A.M. Board Conference Room - County Services Building

- 1) **CALL TO ORDER:**
Meeting called to order by Butler at 7:30 AM.
- 2) **ROLL CALL:**
See attached attendance sheet
- 3) **APPROVAL OF AGENDA:**
- 4) **APPROVAL OF MINUTES:**
December 6, 2007
January 10, 2008
- 5) **PUBLIC PARTICIPATION:**
- 6) **DISCUSSION ITEMS:**
 - a. Revised Building Design - Halstead and Butler went through the last sketch; pretty much redid it. Concept for housing has changed to save space. All kennels are 30" deep (medium size dog), not 36". One vendor makes a medal recovery kennel, but not what we want to use. Went to 5' x 30" deep which meets square footage requirements in the guidebook. Took a more "condo" approach. It saves square footage, and privatizes viewing. 25 large dogs greater than 65, 48 medium 30-65 lbs., and 16 small dogs (puppies) less than 30 lbs. 24-32 cats. New sketch maintains two circulation paths and also picks up an area in back where some gates could be used to separate the vicious animals.

The front entrance leads into a general circulation area with a counter where volunteers do their work, and with a private office behind that area; a restroom next to the office. The cat room is close by with puppies next that. A medical and/or quarantine room and adoption room that can also service as a viewing room near front; this keeps the public all near front of building. The back of building is the garage area. New drawings lost some storage area. There's a staff washroom, kitchen, animal clean up area, mechanical equipment with storage area behind. Preliminary estimate is a \$541,800 budget, \$100 square foot for lighter area,

Mission Statement

"The Allegan County Board of Commissioners shall plan, develop, and evaluate the necessary policies and resources to ensure our county continues to progress and prosper"

\$125 for heavier area, \$86,000 for condo kennel units - double stacked (rough estimate). We can take \$40,000 of that figure if we go with single stack kennels to start. If control officers bring in animals, it's directly into the kennel instead of banking them in the garage. This alleviates bringing sick animals through puppies. Doc really likes revised sketch, and feels it will really work. Medical has 12 kennels - 6 large and 6 medium (stacked).

Butler asked if we're not going to add functionality, basically we're just building what we had; we might as well just fix what we have currently. We can list how to back out cost. Sarro said this is where he was trying to get to; get a representation of how much we'll lose if we back things out. Doc doesn't feel the kennel area can be cut at all. It is an excellent layout and has the quarantine area; likes the gates for the vicious animals. It solidifies the vision for the medical area, which includes the free spaying/neutering service for our needs and public. Won't cost the County any more than supplying the space and we can assure all pets will not reproduce, and give us more responsible pet owners. Hull thinks it is important to go forward with this. We'll have to have a reasonable list of reductions. If that isn't possible, why go forward. Feels it provides the extra benefits that will be appealing. Butler is ready to take sketches to OAK for a more accurate cost. We could provide the list of what we've already cut to get where we are at now.

Sarro - we can use the list of what's wrong with the building now and attach a cost to that. Then going forward, we should get the figures from OAK, and also make sure the committee is comfortable with the bottom line. Show what a building similar to what we have would cost; then show increases to add those items the committee feels is necessary. We'll get a more accurate price, then present to commissioners. We also have the issue of the manager; Sarro had said at the last meeting it can't be contractual and independent of the building. We should tackle the building aspect first and then the personnel matter. Janet wondered if all the commissioners have toured the current shelter; it may be a good idea. Sarro thanked everyone for their help to this point. Suggested the committee start working on the presentation for the commissioners.

Butler wants to make sure there are no other issues that will change the specs before he takes it to OAK. Specific details were discussed; kennels, gates, walls, masonry, HVAC, humidity, exterior construction (personnel area pole barn), ceiling heights, windows, independent floor drains, pressure washer hook ups, lights, emergency exits/lighting. Pole barn area - exhaust fans in medical/quarantine areas and puppy/cat area, few cages in drop off area inside garage, drywall construction (hand cleaning vs. hosing down), epoxy concrete floor coverings instead of carpeting, laundry hookups in garage, mechanicals, window in adoption area that faces staff.

7) **MISCELLANEOUS:**

Lists to be worked on:

- Doc - describe functionally why areas important to the facility - quarantine, adoption room, spaying service; will bring greater public traffic through the shelter.
- Halstead - list all he can't do in current facility, kennel costs if and when we need to do it (during a remodel).
- Janet - what volunteers can do if they have adequate space.
- Wakeman/Butler - work on current mechanical deficiencies of the building.
- Denise - compare lists; what we've pared down already.

8) **WRAP UP:**

- Butler will work get with OAK today or tomorrow, and anticipates they should be able to get us a figure by our next meeting.
- Committee member assignments for the presentation material by next meeting.
- Next meeting scheduled for Thursday, 1/31/08 @ 7:30 AM in the Board Conference Room unless notified otherwise.

9) **ADJOURNMENT:**

Meeting adjourned at 9:05.

Minutes submitted by Denise Wilson, Executive Assistant-Administration.
Emailed to task force members on 1/23/08 for review and approval at a later date.

Animal Shelter Task Force
Sign in Sheet
Wednesday, January 23, 2008 @ 7:30 AM
Board Conference Room – County Services Building

| Members | Phone | Email | Signature |
|--|--------------------------|--|--|
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| Dean Kapenga, Commissioner | 269-751-8586 | dkapenga@allegancounty.org | |
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| Tim Halstead, Animal Control | 269-673-0519 | thalstead@allegancounty.org |  |
| William Hinz, Environmental Health Officer – Health Department | 269-673-5411 | whinz@allegancounty.org |  |
| Brett Butler, Director Allegan County Facilities Management | 269-673-0220 | bbutler@allegancounty.org |  |
| Nancy Manchip, Volunteer | 616-878-3416 | nmanchip@netscape.net | |
| Dr. Jim Connell, Town & Country, Vet. Michelle cmbeeman@btc-bci.com | (269) 673-5654 | drjim1@verizon.net |  |
| *Dr. Wendy Osman, Dept. of Agr. Rep. | 616-446-1784 | Osmanw@michigan.gov | |
| Denise Wilson | 269-673-0239 | dwilson@allegancounty.org |  |
| Janet & Ken Mosher (alternate volunteers) | 269-751-8964 | Kmosher567@netzero.com |  |
| Bob Wakeman | 269-673-0220 | bwakeman@allegancounty.org |  |
| Mike Larsen, Lt. | 269-673-0550 ext 4520 | mlarsen@allegancounty.org |  |