

Allegan County Board of Commissioners



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ANIMAL SHELTER TASK FORCE MEETING - Draft minutes
Thursday, January 10, 2008 - 9:00 A.M.
Board Conference Room - County Services Building

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- 1) **CALL TO ORDER:**
County Administrator Sarro called the meeting to order at 9:05 A.M.
- 2) **ROLL CALL:**
See attached attendance sheet
- 3) **APPROVAL OF AGENDA:**
Undersheriff Hull as for Halsteade to report on some recent animal shelter issues specific to building and operations (added under item B).
- 4) **APPROVAL OF MINUTES:** December 6, 2007
Members asked to have minutes emailed since the link was not working on the website; will review for next meeting.
- 5) **PUBLIC PARTICIPATION:**
Lt. Mike Larsen; he will be in charge of the shelter when it gets put into place.
- 6) **DISCUSSION ITEMS:**
 - a. Contractual agreement for shelter supervisor - Hull discussed minor changes. Butler called attention on 6.16; county should be client. We still need to develop an RFP. Sarro has moved this into the legal realm and asked for a written opinion; whether it is eligible for a contract or not. After that, we can take it to the Board for formal approval. Butler - levels of coverage re. risk transfer manual; should have Keith Potter review and recommend appropriate level of coverage. The contractor chosen will need to know what the coverage level would be and need to agree to it since it will be an expense they have to include with their bid. It has to be identified. Denise will send it to Keith Potter, our risk management representative to review the contract and determine the level of risk and a sample of the insurance document that would be necessary. Butler mentioned when County agrees for this service; need to consider disruption that can be caused if the contractor terminates.

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"

Might want to have a strong termination clause. Hull - since it is an individual taking care of the supervision - the Sheriff Department will always be responsible to fill the gap if it occurs.

- b. Needs and building design - Sarro asked the group - looking at needs of a new building. He's been asked to supply a list of needs of the existing building - its deficiencies; what it would take to fix those; and how we will handle those in the new facility.

Needs -

Drains - Weren't designed efficiently. Fecal matter was being pooled. Halstead - once he is doing patrol at full capacity, the kennel will be full and this will become more of a problem. Design is not good at full capacity. There is cross-contamination. Dr. Osman - asked if dogs are taken out while kennels are being cleaned. Halstead - yes. They have to be removed due to the chemicals being used. Butler - can't do one pen at a Halstead, but a whole row. It is also a strain on Facilities staff to keep fixing the drains. He asked if the old codes will be grandfathered with the new ones coming out. She said she believes so.

HVAC - should have fresh air and temperature control; with 10-15 air changes per hour (recommended per Dr. Osman). Temperature should not be below 50 degrees, but no top end degree at this point. These are all guidelines now with changes anticipated. Halstead - doesn't think the shelter is even making those guidelines at this point. Butler - currently raw air is being brought in; really should be tempered air to be more energy efficient. Sarro asked Butler to have an analysis of current conditions drafted; what we aren't meeting in the guidelines.

Building - not esthetically pleasing but is in relatively good condition; foundation, roof, etc. Halstead - have noticed cracking in the masonry over the past couple years. Officer areas - aren't meeting make up air, separation or comfort issues. The smell, ceiling and separation barriers and HVAC for people should have more capability. Sarro - asked about flexibility or expandability of the building for programs (i.e. washer/dryer). Butler - doesn't know if he'd really want to add on to the building, but could build on and just use the old area for storage. Doesn't think the building is up to code. It was built on a slab of concrete with no footings. That might get tricky for adding on to it.

Operational - Janet - asked about the food bowls and they need to be washed; could some sort of dishwasher be utilized. Halstead - weekend don't lend enough Halstead to do the dishes; dish washing is scheduled during the week. They've looked into it; it would have to be an industrial dishwasher which would pose more problems to the drains. Operationally, can't really offer more because the building couldn't support it (not enough space). No place to quarantine dogs; finds this a health and safety issue. Feel they need an initial intake area for unloading the dogs, then a medical quarantine area for sick dogs.

Halstead - he can't do his animal control duties where he is at right now. He thinks he'll need a new office to conduct business (small area) to do reports,

answer calls, interview customers. Shelter operations; doesn't matter too much. Files need to be kept in a confidential area. It would be better if his office was not in the actual shelter.

Sarro asked if there is anything with the current shelter operation that works; nothing. Only get compliments on the kennel. They give safety when moving dogs; they're workable, roomy, double-locked fences. They now have no specific intake area, and the public is present and in the way during most of their operations.

Sarro - we should document and demonstrate how we got to the numbers we will be proposing from the current capacity to what we feel we will need in the future shelter. Went through needs list developed at the 9/20/07 meeting:

Forfeiture Shelter - this is a housing issue. They take other animals in when the owners don't want or can't take care of the animals anymore; usually larger animals like horses. The cost to house a horse can be an expense even up to \$20,000.

Discussed vision for shelter - between \$350,000 and under; would be a reasonable cost expectation for a new building. Above the \$350,000 to \$500,000 range probably wouldn't be doable. It will be important for the task force to justify expenses so a decision can be made.

Needs:	Wants:
Treatment/Medical/Surgical areas (euthanasia)	Housing capabilities/forfeiture (could do this as a bid alternate)
Area for freezer (dead animal storage)	Exterior Kennels - depends on how we go pending outcome. Make sure we build what we need inside - outside kennels pose noise, smell problems
Natural lighting (dogs/puppies not getting enough)	Conference Room - could be lunchroom
Separation Room (quarantine)	Fenced area (play) - depends on how interior of building is made; could be added later.
Size of shelter	
Storage	
Ventilation	
Capacity for 80 dogs, 12 puppies, 24 cats (this is a 50% increase from current. Dogs are currently at 30 but the building could be built to house 80 for future needs.	
Hygiene area (grooming/cleaning animals - could function in garage)	
Receiving (intake area - could include freezer) - Garage	

Viewing/Visiting area (could be a share space to be incorporated into design)	
Lunchroom	
Restroom (shower - could be installed at minimum cost)	
Laundry Area (part of garage - hook ups would be needed)	
ADDED:	
Office/staff/front desk area - two work stations in front area (large enough - one for manager/one for other staff or volunteers, and possible 6-8 public); separate office for manager away from public access.	
Connectivity to drains (sewer) - needs to be tied to current system	

All agreed new facility could be “Spartan” - nothing fancy. Sarro needs to look into donations for extras that could be added later; check appropriateness to County and its ability to fundraise for this purpose.

Sub-committee formed (Dr. Connell, Butler, Halstead) to work on size and costs to bring back to next meeting. Finalize at that meeting to be able to bring something to the Board for their approval.

7) **MISCELLANEOUS:**

8) **WRAP UP:**

- a. Doc, Halstead, Butler meeting - Monday 14th noon - training room
*outcome - working sketch of building
- b. Task Force Next Meeting - Friday, January 18, 2008 @ 7:30 AM
board room (90 minutes)
*approve final concept

9) **ADJOURNMENT:**

Meeting adjourned at 11:37 A.M.

Minutes submitted by Denise Wilson, Executive Assistant-Administration.
Distributed to Task Force January 17, 2008 via email for review and approval at a later date.

Animal Shelter Task Force
 Sign in Sheet
 January 10, 2008 @ 9:00 AM
 Board Conference Room – County Services Building

Members	Phone	Email	Signature
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Jim Hull, Undersheriff	269-673-0420	jhull@allegancounty.org	JH
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William Hinz, Environmental Health Officer. – Health Department	269-673-5411	whinz@allegancounty.org	W. Hinz
Brett Butler, Director Allegan County Facilities Management	269-673-0220	bbutler@allegancounty.org	B. Butler
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