

# Allegan County Board of Commissioners



County Services Building  
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**Steve McNeal, Chairman**  
**Don Black, Vice Chairman**

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Larry "Casey" Jones  
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## **ANIMAL SHELTER TASK FORCE MEETING – Draft Minutes** Thursday, February 5, 2009 – 8:00 A.M. Nederveld Conference Room – County Services Building

### **TASK MEMBERS:**

Rob Sarro, Allegan County Administrator	Not-present
Dean Kapenga, Commissioner	Not-present
Jim Hull, Undersheriff	Present
Tim Halstead, Animal Control	Present
William Hinz, Environmental Health Officer – Health Department	Present
Dr. Jim Connell, Town & Country, Vet.	Present
Dr. Wendy Osman, Mich. Dept. of Agr. Rep.	Present
Denise Wilson, Administration	Present
Bob Wakeman, Facilities Management Director	Present
Mike Larsen, Lt.	Present

### **CALL TO ORDER:**

Bob called the meeting to order at 8:00 A.M. He explained there are two RFP's that need to go out; one to remodel the old building, and the other for a new one with options. His handouts included the project timeline which indicates he will have the draft RFP done by next Friday. The remodel is for all drains, new air conditioning and the pens.

### **DISCUSSION ITEMS:**

Design Questions to be reviewed –

#### **Discussion on trench design**

- They are simple to install for the contractor but requires more maintenance.
- Good for solids removable.
- They require large amounts of water.
- Basic trench drain is about half the cost of individual drains; but then you have extra cement work and screening. It will be a close to a wash on cost. Flushing on individual drains costs about \$1,000 per drain. Trenches cost about \$50 each, but have to add for the items mentioned above.
- Trench drains create more odors. Could have vents put in to help with that.
- Harder to keep sanitized. Spread disease down trench drains from infected animals down the drain.

#### **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"

His recommendation is that we wouldn't consider trench drains. The rest of the team concurred with his recommendation to go with individual drains.

Policy on solids removal (Is it a SD function? Is there a shelter policy?)

- Bob - asked who has to make that determination on policy or function?
- Tim - wants to continue picking up the solids and remove them.
- Bill - said solids don't dissolve well in a septic system; it creates problems down the road if they get flushed.
- Bob - they have to be ground down before they go into the septic. We need the operational policy in place.
- Jim - inducted Mike to draft the policy.
- Tim - with individual drains the public would be allowed to give gifts to the dogs without having to worry about them stopping up the drains.
- Bob - indicated that the trenches would have to be screened over. Drains will be small enough that objects or feces wouldn't go down them. Caps will be removable. Flush valves will be at the end of each line. There is a grinder on the lift pump that takes care of hair.

Switching 2 rooms around

- Bob - storage and mechanical rooms should be switched. He wants the mechanical room on an outside wall. Team concurred with this decision.

Building site

- Move it closer to road to save money and also better access for public - puts it across the road from where it's at currently. Changed the entry a bit; now by intake. Also have a drawing with a garage attached to it. Site will save 30-50 tons of fill. Will save quite a lot in construction costs. There will need to be a new transformer to handle either repairing old or building new. Costs of building construction but haven't gotten technology or furnishing costs yet. We can use some from the old building. To move fiber, install phones, etc. These were not included in the construction costs; \$50-\$60 thousand. Team concurred with this decision.

Lack of janitor closet in plans

- Bathroom can be dual purpose. Tim doesn't think they'll need them. Instead of laundry tub put a floor sink there. There won't be any carpets.

RECAP/WRAP UP:

- Bob will have the drawings revised and get the draft RFP done by next week. Denise will email it to the members when he submits it to Finance.
- Evaluation team – evaluation will be difficult due to the alternates that need to be in it (at least 3). Won't be strictly dollar comparisons; background checks will need to be done on the contractors. He thinks 2 or 3 other team members would be good to have on it. Evaluation team will be Bob Wakeman, Tim Halstead, Doc Connell, Bill Hinz, with Mike Larsen as an alternate.
- Questions on old shelter if it is redone – Tim asked if anyone checked out if old shelter used will it be undersized. He suggested taking all kennels out, seal floors and then add the kennels onto building. The old kennel area

could be converted to the needed space for other functions. Bob feels that floor drains would be needed in every area of the shelter, they wouldn't block off any drains.

- Wishbone – Mike talked to Susan Smith, executive director of what is now called AAA (name change). They had some reservations. They thought they'd have a proposal by January 30 and wanted to extend to February 8. Jim explained that this would not stop the process of what we have to do. Lisa – met with them a couple weeks ago and she thinks they don't seem to have a clue. They mean well, but don't know what to do for a shelter. They are more of a rescue operation. Mike said they are in transition of restructuring.
- PetSmart charity event – invitation only. It encompassed how to organize animal shelters and various other dealings. He wasn't able to make the event but has set up an appointment with someone who can fill him in on questions we have.
- Mike spoke a little about possible stimulus money. He submitted with other projects on the list to the governor and listed \$750,000 as the cost for this project – shovel ready.
- Talked about fostering dogs; they'd have to follow the same rules as the shelter as far as shots and licensing. Tim feels there should be someone in charge to be able to tell the other volunteers what to do; shouldn't be volunteers in charge.

**ADJOURNMENT:**

Meeting adjourned at 9:00 A.M.

Minutes submitted by Denise Wilson, Executive Assistant - Administration

agenda packet

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Dean Kapenga, Commissioner  
Jim Hull, Undersheriff  
Tim Halstead, Animal Control  
William Hinz, Environmental Health Officer -  
Health Department  
Dr. Jim Connell, Town & Country, Vet.  
Dr. Wendy Osman, Mich. Dept. of Agr. Rep.  
Denise Wilson, Administration  
Bob Wakeman, Facilities Management Director  
Mike Larsen, Lt.

**CALL TO ORDER:**

**DISCUSSION ITEMS:**

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- Discuss trench design
- Policy on solids removal (Is it a SD function? Is there shelter policy?)
- Switching 2 rooms around - storage and mechanical rooms
- Building site - move it closer to road to save money and also better access for public
- Lack of janitor closet in plans - bathroom can be dual purpose

**RECAP/WRAP UP:**

**ADJOURNMENT:**

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## Animal Shelter Drain Type Comparison

### Trench Drains

Simple installation

Good for solids removal

Requires large amounts of water

Odors prevalent

Harder to keep sanitized

Disease spread down trench to other pens

Requires grinder before discharge in sewer

Full length covers thru pens

### Individual Drains

More traps and covers

Solids must be picked up

Small amounts of water

No odor

Standard sanitation

Confined to affected pen

No grinder required

small drain cover

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*Existing Building remodel*



Floor Plan  
 08-006  
 01



08-006

DATE	ISSUED FOR



The County Of Allegan  
 Animal Shelter Garage Addition  
 Dumont Lake Campus  
 Allegan, Michigan

33RD STREET

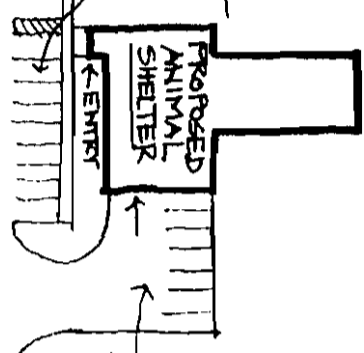
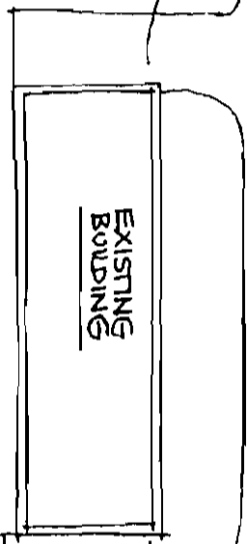


# REVISED SITE PLAN



ALLEGAN COUNTY ANIMAL SHELTER

LANDMARK DESIGN GROUP, INC.  
1.15.09



VISITOR PARKING  
10 SPACES

STAFF PARKING  
7 SPACES

EXISTING DRIVE

800

800

795

795

790



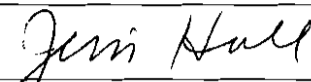
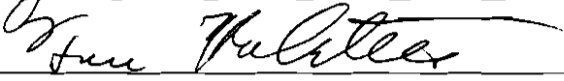
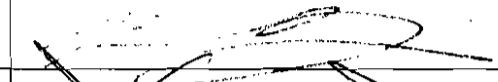
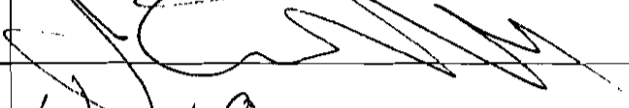
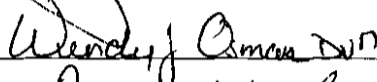
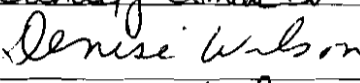

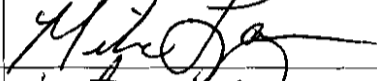
790

795

800



Animal Shelter Task Force  
 Sign in Sheet  
 Thursday, February 5, 2009 @ 8:00 AM  
 Nederveld Room – County Services Building

Members	Phone/email	Signature
Rob Sarro, Allegan County Administrator	269-673-0239 <a href="mailto:rsarro@allegancounty.org">rsarro@allegancounty.org</a>	
Dean Kapenga, Commissioner	269-751-8586 <a href="mailto:dkapenga@allegancounty.org">dkapenga@allegancounty.org</a>	
Jim Hull, Undersheriff	269-673-0420 <a href="mailto:jhull@allegancounty.org">jhull@allegancounty.org</a>	
Tim Halstead, Animal Control	269-673-0519 <a href="mailto:thalstead@allegancounty.org">thalstead@allegancounty.org</a>	
William Hinz, Env Health Officer – Health Dept.	269-673-5411 <a href="mailto:whinz@allegancounty.org">whinz@allegancounty.org</a>	
Dr. Jim Connell, Town & Country, Vet.	269-673-5654 <a href="mailto:drjim1@verizon.net">drjim1@verizon.net</a>	
*Dr. Wendy Osman, Dept. of Agr. Rep.	616-446-1784 <a href="mailto:Osmanw@michigan.gov">Osmanw@michigan.gov</a>	
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Lisa Rector, Volunteer	<a href="mailto:boxersrusmi@hotmail.com">boxersrusmi@hotmail.com</a>	