

Allegan County Board of Commissioners



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Mark DeYoung, Vice Chairman

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ANIMAL SHELTER TASK FORCE MEETING – Draft Minutes
Friday, December 18, 2009 – 1:00 P.M.
2293 – 33rd Street - New Animal Shelter Building
County Services Complex

CALL TO ORDER:

All members of the task force were present. The meeting began at 1PM and the new shelter coordinator, Allison Koster, was introduced. She has been in place since late September 2009. Tim Halstead announced he and Jim Menzer will be increasing their road time for animal control now that Allison has filled the much needed coverage for shelter management. Lt. Larsen briefed on the shelter being included in the county fee study and pet adoption and other service fees were included in it; but figures have not been released yet. They will need board approval along with other fees considered in the study.

DISCUSSION ITEMS:

1. Tour new facility – Dave Navitskas from DVK led the task force on a tour of the new facility.
2. Transition Plan – Facilities Director Bob Wakeman indicated there were several items to consider before the transition from the old to the new shelter could occur. The bulk of the items hinge around data/fiber lines and a few other odds and ends, but the move in is anticipated to be complete by mid January.
3. Project Closure – County Administrator Rob Sarro highlighted the board action of July 26, 2007 in which the Board established the task force and assigned their purpose. The state issue with the drains was the catalyst to the project; we were out of compliance. With further discussion with the Board, there were four areas that were to be addressed throughout the project which the task force was to provide information back to the board: funding, operation, building and staffing needs. These areas were discussed during the presentation to the Board along with the task force recommendation. Commissioner Kapenga and

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"

Dr. Connell asked if the task force could continue to assist in defining needed policy and procedures of the new shelter to ensure all matters identified by the task force were completed. Rob indicated that this would go beyond the scope of their purpose and indicated that the Sheriff is statutorily responsible for the operations and staffing of the new shelter. He explained that projects have a beginning and an end, and believes the task force has fulfilled its purpose. He agreed that another team could be organized to help the Sheriff with any matters like volunteer involvement and donation funding, and those members could include some of the current task force members if they want to stay involved. From this point, the Sheriff Department will ultimately keep the Board updated on shelter activities, and is responsible for operations. To formally establish a team, they should present something to the Board (via RFA) on why they are needed (purpose), what duties entail, who members should be and how and why they will meet; and will compensation for members be needed. Also, discussed an open house for some time the end of January - Allison will work on that. A project closure resolution should be brought to the board at their last meeting in January (28th).

4. Wishbone – Lt. Larsen was to meet with the volunteer organization on Monday. There was some discussion on how this organization or other volunteer organizations could assist with routine operations at the new shelter. He will provide details to the task force following this meeting.

ADJOURNMENT:

Meeting adjourned around 2:30 PM.

Minutes submitted by Denise Stan, Executive Assistant, Administration.

S T A T E O F M I C H I G A N

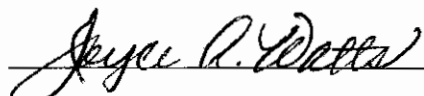
BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

ADMINISTRATION-ESTABLISH ANIMAL SHELTER TASK FORCE

BE IT RESOLVED, that Allegan County Board of Commissioners hereby approves the recommendation of the County Administrator to establish an Animal Shelter Task Force to include the following: Undersheriff, Jim Hull; Animal Control Officer, Tim Halstead; Facilities Director, Brett Butler; a local veterinarian; an Animal Shelter Volunteer, Nancy Manship; a Michigan Department of Agriculture representative; the Environmental Health Director, Bill Hinz; a Commissioner, Dean Kapenga; and the County Administrator, Rob Sarro; to address the funding, operation, building, and staffing needs of the Allegan County Animal Shelter and to present their recommendations to the Board at a later date to be determined prior to December 31, 2007.

Moved by Commissioner VanEck, seconded by Commissioner Jones to adopt the resolution as presented. Motion carried by roll call vote: Yeas - 11 votes. Nays - 0 votes. Absent - 0 votes.

ATTEST, A TRUE COPY



_____, Clerk-Register

APPROVED: July 26, 2007

cc: Admin. 2 (RS, DW)- Finance - Human Resources - Sheriff Department (Jim Hull) - Animal Control² (Tim Halstead, Nancy Manship)- Facilities (Brett Butler) - Environmental Health (Bill Hinz) - Commissioner Kapenga

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ANIMAL SHELTER TASK FORCE MEETING – Agenda
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CALL TO ORDER:

DISCUSSION ITEMS:

1. Tour new facility (DVK)
2. Transition Plan
3. Project Closure
4. Wishbone

ADJOURNMENT:

Mission Statement

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