



**Kalamazoo County Animal Services & Enforcement  
Advisory Board Meeting Minutes  
Kalamazoo County Expo Center, Room C  
Tuesday, October 10<sup>th</sup>, 2017 at 7:00 pm**

**ITEM 1 – Call to Order**

Meeting was called to order by Chair at 7:03 pm.

**ITEM 2 – Roll Call**

**Members:**

Present – Sue Brodasky (Chair), Danielle Gray (Vice Chair), Dr. Christopher Rohwer, Samantha Cree, Debra Wall, Commissioner Tracy Hall (alt.)

Late Arrival – Dr. Rhonda Prince (7:11 pm), Aaron Winters (7:13 pm)

Absent – Jonathan Morgan, Scott Thrasher, Commissioner Roger Tuinier

**KCASE Staff:**

Jenny McGinnis

**Guests:**

Dave Rachowicz

**ITEM 3 – Approval of Minutes**

Motion made by S. Cree to approve minutes from meeting on August 24<sup>th</sup>, 2017; seconded by D. Gray. Motion carried; all ayes, w/ one abstention.

**ITEM 4 – Citizen’s Time**

No comments made.

**ITEM 6 – Commissioner’s Time**

No comments made.

**ITEM 5 – For Consideration:**

**A. Shelter Project Update – D. Rachowicz**

D. Rachowicz distributed copies of a handout titled ‘Preliminary Project Design Schedule’ and provided a brief overview of the project schedule. The Kickoff Meeting has already taken place; the CHMP team has toured the existing facility and has met with the County leadership team. The land survey has also been completed. Next, the Client Review Meeting will occur, which will be an opportunity to address specific wants and needs within the building. Afterwards, an on-site design charrette will take place.

Once the preliminary design has been presented to the County leadership team by CHMP, it will be brought to 1) the County Committee of the Whole meeting for review, 2) the December Advisory Board meeting for review, and 3) the County Board of Commissioners meeting for vote before the project moves into the construction phase.

**B. Architecture Project Planning & Schedule**

Prior to the Client Review Meeting, D. Rachowicz is looking to obtain the Advisory Board's input on needs of the future facility, as well as contingency items. After review of a handout titled "Future Facility Needs", a discussion of additional desired items ensued. These items included, but were not limited to: computer terminal/photography room/storage area for volunteers, grooming area, music/PA system in animal runs, separate space for small animals, mounted televisions and projector, increased security, area for livestock, double fencing in outdoor area, adequate storage and natural light/skylights.

**ITEM 7 – Other**

Chair answered an inquiry about board terms and positions. There was another inquiry about the cadaver program.

**ITEM 8 – Adjournment**

It was moved that meeting be adjourned by Chair and was seconded by S. Cree at 7:50 pm.

Minutes submitted by Kalamazoo County Animal Services & Enforcement Senior Administrative Assistant, Jennifer McGinnis

