



**Kalamazoo County Animal Services & Enforcement  
Advisory Board Meeting Minutes  
Kalamazoo County Expo Center, Room C  
Tuesday, March 13<sup>th</sup>, 2018 at 7:00 pm**

**ITEM 1 – Call to Order**

Meeting was called to order by Chair at 7:06 pm.

**ITEM 2 – Roll Call**

**Members:**

Present – Sue Brodasky (Chair), Danielle Gray (Vice Chair), Commissioner Tracy Hall (Alt.), Aaron Winters, Katie Timber, Robert Cinabro  
Absent – Commissioner Roger Tuinier, Dr. Christopher Rohwer, Debra Wall, Samantha Cree

**KCASE Staff:**

Steve Lawrence, Jenny McGinnis

**County Staff:**

Dave Rachowicz (Parks), Lisa Henthorn (Admin.)

**ITEM 3 – Approval of Minutes**

Motion made by S. Brodasky to approve minutes from meeting on January 9<sup>th</sup>, 2018; seconded by D. Gray. Motion carried; 4 ayes, 2 abstentions.

**ITEM 4 – Citizen’s Time**

No comments

**ITEM 5 – Commissioner’s Time**

Commissioner Hall addressed the board; as always, she’s happy to be involved.

**ITEM 6 – For Consideration:**

**A. Animal Services Shelter Project – D. Rachowicz & S. Lawrence**

**1. Building Design Update**

To apprise the new board members of the project’s status, D. Rachowicz provided a brief interior walk-through of the current floorplan. There have been only minor changes in the floorplan since the last meeting: the small animal adoption area and the volunteer room have switched places, the higher front elevation has been extended over the reception area and the mechanical room has been reconfigured. At this time, different finishes and materials are being discussed. While the budget is tight, the County is confident that one or two alternate bids are still possible.

During discussion, questions about staffing levels, volunteers, animal capacity and the inclusion of a basement and/or surgical wing were raised. L. Henthorn gave kudos to S. Lawrence for his dedication and involvement in the process.

## 2. Project Schedule

The site plan has officially been approved by the Township and the planning commission. Further direction and movement of the project will take place this Friday, 3/16, after a meeting of the design team. In the interest of due diligence, construction bids will likely be delayed until April, which will push back groundbreaking until mid-June. Board members agree that there is no rush; getting it right is more important than pushing forward in haste. A groundbreaking ceremony is planned; D. Rachowicz will provide more details to the board when available.

## 3. Animal Welfare Group Updates

KHS – KHS is undergoing a similar construction process. At this point in time, the project architect/engineers have been chosen and the floorplan is almost complete. Site work will likely be completed this summer with an official groundbreaking taking place next March. In the meantime, KHS is attempting to sell their current property and will be moving into a temporary building, which will allow them to expand current services. Their financial goal has almost been met; they have raised 4.5 million of the needed 4.75 million.

SPCA – The SPCA was recently awarded \$35,000 to purchase new cat cages for the intake room; each cage features individual ventilation. This year, the group is again in the running for a no-kill award from the National Pet Care Alliance and will be hosting their sponsored event at the Radisson from Sept 27<sup>th</sup>-28<sup>th</sup>. The SPCA has also partnered with the Red Cross and Read and Write Kalamazoo for individual programs.

SOS – SOS recently participated in the Women's Lifestyle Expo, where they transported 10 dogs and 3 cats. The event resulted in 2 adoptions and 1 transfer. The group is looking to participate in an April event.

### ITEM 7 – Other

S. Lawrence reminded board members to sign and submit the Acknowledgement of Receipt form attached to the new advisory board guidelines.

### ITEM 8 – Adjournment

Motion made by D. Gray to adjourn; seconded by A. Winters. Carried unanimously. Meeting was adjourned by Chair at 8:05 pm.

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