



**Kalamazoo County Animal Services & Enforcement
Advisory Board Meeting Minutes
Kalamazoo County Expo Center, Room C
Tuesday, June 12th, 2018 at 7:00 pm**

ITEM 1 – Call to Order

Meeting was called to order by Chair at 7:05 pm.

ITEM 2 – Roll Call

Members:

Present – Sue Brodasky (Chair), Danielle Gray (Vice Chair), Aaron Winters, Samantha Cree, Robert Cinabro, Dr. Turnera Croom

Late Arrival: Debra Wall (7:18 pm)

Early Departure: Katie Timber (7:55 pm)

Absent – Commissioner Roger Tuinier, Commissioner Tracy Hall (Alt.)

KCASE Staff:

Jenny McGinnis

County Staff:

Dave Rachowicz (Parks)

ITEM 3 – Approval of Minutes

Motion made by S. Cree to approve minutes from meeting on March 13th, 2018; seconded by D. Gray. Motion carried; all ayes.

ITEM 4 – Citizen’s Time

N/A. No citizens present.

ITEM 5 – Commissioner’s Time

N/A. No Commissioners present.

ITEM 6 – For Consideration:

A. Chair’s Report – S. Brodasky

Chair welcomed new board member, Dr. Turnera Croom. Dr. Croom, and board members in attendance, made introductions.

B. Director’s Report – S. Lawrence

Due to an emergency, S. Lawrence was absent. Since shelter statistics were included in the meeting packet, Chair inquired if there were questions/concerns to be discussed with S. Lawrence during the next regularly scheduled meeting. Board members would like clarification on the necessity of including both the % Saved and % Adoptable Saved categories on the report.

C. Animal Services Shelter Project – D. Rachowicz

1. Building Design Update

Since the last meeting, there has been one minor change to the site plan. To accommodate the existing fiber optic lines, there will be an 'island' up the center of the retention pond; moving the lines proved to be cost-prohibitive and unnecessary. For aesthetic purposes, S. Cree suggested contacting the Kalamazoo River Watershed Council – they have volunteers who would likely plant/maintain the land surrounding the basin.

As a cost-saving measure, animal caging has been removed from the bid package. Not only will this save the County a substantial amount, it will allow a more hands-on process in the selection of materials.

The existing alternate bids have not only changed, but expanded. Currently, the alternate bids are as follows: construction of a multi-purpose room, increasing the size of the animal control ward, installation of sound-cancelling ceiling panels, installation of a video surveillance system, installation of a sound system and installation of an electronic door lock access system.

2. Project Schedule

All necessary permits, including a permit to connect to the County storm drain system, have been obtained. The site plan has been reviewed and approved by the township, as well as the Kalamazoo Area Building Authority.

The project is currently out for construction bids; bids are due on Monday, June 18th. After the bid deadline, the architect and County leadership team will have a short window of time to review the submissions prior to a projected July 3rd Kalamazoo County board meeting date to approve the contract. Once the contract has been approved, there is a 1 year construction window and it is anticipated that ground-breaking would take place within 1-3 weeks.

At D. Rachowicz' recommendation, a special advisory board meeting has been scheduled for Tuesday, June 26th at 7 pm to review the construction bids and to discuss the recommendations of the board for the alternate bids.

ITEM 7 – Other

In anticipation of the next board meeting, Chair opened a discussion for board members to prioritize the new shelter's operational needs. While board members were in agreement that they would like S. Lawrence's opinion, the following priorities were identified:

- 1) Additional/expanded services, such as hours
- 2) Staffing
- 3) Proposed partnerships with local organizations/rescues

Board members, as well as shelter staff, are to start thinking about what currently works, what they would like to see changed and potential additional, new services.

At the next meeting, Chair requests that the three newest members receive the previously distributed binders for board members. Binders should include: current year budget, recent minutes, recent statistics, and the Shelter Project Report.

ITEM 8 – Adjournment

Meeting was adjourned by Chair at 8:00 pm.

- APPENDIX A** – Shelter Statistics, 4-Jun-18
- APPENDIX B** – Project Schedule Handout
- APPENDIX C** – Landscape Plan

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





ANIMAL SERVICES AND ENFORCEMENT SHELTER STATISTICS

MONTH:
4-Jun-18

		2017	%		2018	%
DOGS						
ADOPTED		130	33%		123	29%
REDEEMED		184	47%		193	46%
TRANSFERRED		52	13%		66	16%
EUTHANIZED	28 0 0	28	7%	38 1 0	39	9%
TOTALS		394			421	
CATS						
ADOPTED		75	22%		71	21%
REDEEMED		15	4%		19	6%
TRANSFERRED		147	42%		150	45%
EUTHANIZED	101 10 0	111	32%	86 9 0	95	28%
TOTALS		348			335	
OTHER						
ADOPTED		18	53%		6	60%
REDEEMED		3	9%		1	10%
TRANSFERRED		11	32%		2	20%
EUTHANIZED	2 0 0	2	6%	1 0 0	1	10%
TOTALS		34			10	
TOTAL STRAYS		776			766	
% SAVED		82%			82%	
% Adoptable Saved		99%			99%	

UNADOPTABLE

TREATABLE

ADOPTABLE

Project Schedule

1. Bidding Architecture and Engineering Services June 2017
2. Contracts for Architecture and Engineering Services approved by Board of Commissioners – August 2017
3. Preliminary Design Phase – Public Input/Possible Charrette Process Aug 2017 - Oct 2017
4. Construction Design/Construction Bidding – October 2017
5. Construction Phase March 2018

Future Animal Services and Enforcement Operational Impacts

1. Determine operating plan, staffing needs, and operating budget for new facilities during the preliminary design phase.
2. Explore options and best practices to provide increased weekend and/or evening hours for better public access.
3. Explore options to improve and coordinate marketing, fund development, and volunteer opportunities.
4. Focus on improving education, image, and outreach.
5. Continue effort on maximizing the collaboration with community partners.
6. Explore opportunities to maximize and increase operating revenue from adoption, increased license sales, and other opportunities with new shelter facilities. Increased revenue can be invested into improved operations and services.
7. Will need to develop alternate plan for large event parking at the Kalamazoo County Expo Center (current use of proposed site).

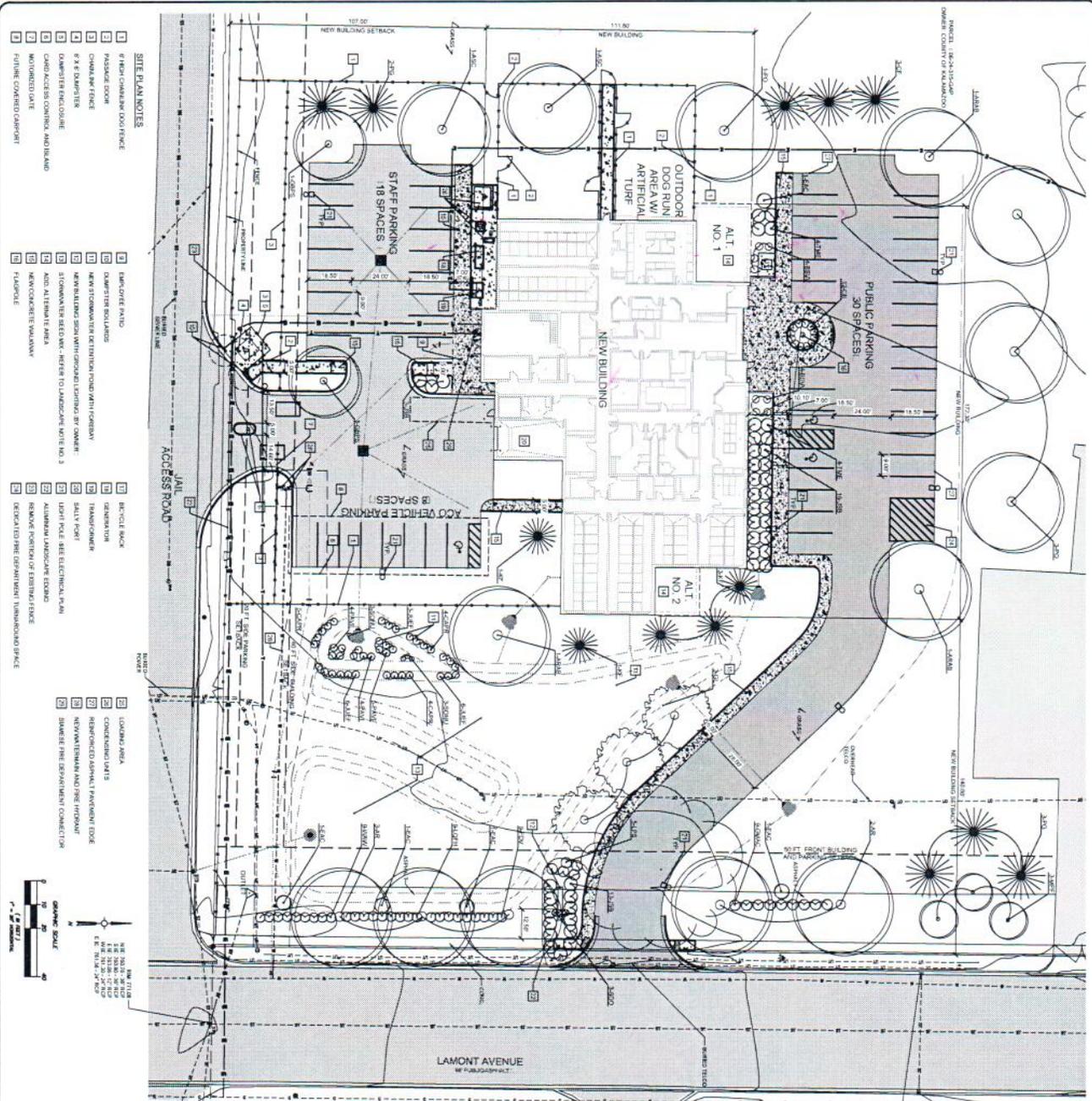


**ARCHITECTURAL
 LANDSCAPE ARCHITECTURE**

1316 LAMONT AVENUE
 KALAMAZOO, MICHIGAN 49004
 TEL: 268-1111 FAX: 268-1112

**NEW FACILITY FOR:
 KALAMAZOO COUNTY ANIMAL SERVICES
 AND ENFORCEMENT**

1316 LAMONT AVENUE, KALAMAZOO, MICHIGAN 49048



- SITE PLAN NOTES**
- 1 7' HIGH CHAIN-LINK FENCE
 - 2 PASSIVE ROOM
 - 3 CHAIN-LINK FENCE
 - 4 6" x 6" DIMENSION
 - 5 CHAIN-LINK FENCE
 - 6 CHAIN-LINK FENCE
 - 7 CHAIN-LINK FENCE
 - 8 CHAIN-LINK FENCE
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PLANT LIST

SYMBOL	PLANT NAME	TRADE	QUANTITY	NOTES
1	AMERICAN BIRCH	3" DIA.	50	
2	RED BUD	3" DIA.	50	
3	DOGWOOD	3" DIA.	50	
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LANDSCAPE NOTES

1. ALL PLANTING SHALL BE IN ACCORDANCE WITH THE AMERICAN ASSOCIATION OF NURSERYMEN LANDSCAPE PRACTICE.
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LANDSCAPE PLAN

PROJECT NO. 1316
 DATE: 12-23-17
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 SCALE: AS SHOWN
 SHEET NO. L.1