

# Milwaukee Area Domestic Animal Control Commission

## (MADACC)

3839 W Burnham St

West Milwaukee, WI 53215

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### OPERATIONS COMMITTEE MINUTES

Meeting of October 21, 2014 – 12:00pm

Meeting held at:

MADACC

3839 W Burnham St

West Milwaukee, WI 53215

**Members Present:** Mr. Ronald Hayward, Village of West Milwaukee  
Mr. Don Schaewe, City of Milwaukee  
Mr. Eric Pearson, City of Milwaukee  
Mr. Derik Summerfield, City of Wauwatosa  
Mr. Michael Weber, Village of Hales Corners  
Mr. Mark Wyss, City of West Allis  
Mr. Chris Swartz, Village of Shorewood

**Staff Present:** Ms. Karen Sparapani, Executive Director, MADACC  
Ms. Laura Proeber, Operations Manager, MADACC  
Mr. John McDowell, Field Supervisor, MADACC  
Dr. Libby Gutting, Medical Director, MADACC  
Ms. Lorraine Sweeney, Shelter Supervisor, MADACC  
Ms. Cindy Fredericksen, Office Supervisor, MADACC  
Ms. Kathy Shillinglaw, Volunteer & Outreach Coordinator, MADACC

**1. Roll Call**

The meeting was convened at 12:00pm roll call was taken by Ms. Proeber and members in attendance; absent and excused were noted.

**2. Public Comment**

None

**3. Approval of Minutes**

a. Meeting of September 23, 2014

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Weber to approve the minutes of the meeting held on September 23, 2014 as submitted.

The motion passed unanimously.

**4. Executive Director's Report**

**a. Statistical Update – September 2014**

Ms. Sparapani reported Euthanasia down 7% for the month and 9% for the year.

Ms. Sparapani reported Adoptions up for the month and year 2%..

Ms. Sparapani reported Transfers up for the month and year 8%.

Ms. Sparapani reported Transfers up for the month for Dane County, Elmbrook, Washington County and WHS. Ms. Sparapani noted Transfers for the year up over 500 animals.

After discussion, a motion was made by Mr. Pearson and seconded by Mr. Schaewe to approve the statistical report for the month of September 2014 as submitted. The motion passed unanimously.

**b. Operational Update**

Ms. Sparapani reported the Empty the Shelter event saw 98 cats and 36 dogs adopted. With only three weeks to prepare, the MADACC team pulled off an awesome event. Ms. Sparapani noted the event was positive for both the public and staff.

Mr. Hayward noted the enthusiasm by all staff at the event – such a great event.

**c. Supervisor's Report**

Ms. Fredericksen reported her department is trying to catch up after the Empty the Shelter event.

Dr. Gutting had nothing to report.

Ms. Sweeney reported two staff members recently resigned, but both positions have already been filled by two individuals with animal handling experience.

Ms. Proeber reported several municipalities have yet to pay the Future Building Capital Fund payment.

Mr. McDowell reported selling the extra van for \$3200.

**d. Friends of MADACC Update**

Ms. Shillinglaw reported the 6<sup>th</sup> annual Rockabilly for Rescues event will be held on December 13th.

Ms. Shillinglaw reported the 2015 Walk, Run, Wag event will be held on June 20<sup>th</sup>.

**5. Treasurer's Report**

**a. Financial Statements –September 2014**

Mr. Pearson reported the General Fund Revenues at \$2,139,097 and Expenses at \$1,834,889, with an excess of revenues over expenditures for the year of \$304,208. With a beginning General Fund balance of \$473,048 ending General Fund balance in September was \$777,256.

Mr. Pearson reported revenues in Intergovernmental at 79.93%, License and Fees at 92.46%, Public Charges for Services at 75.25%, Commercial Revenues at 34.74% and Other Revenues at 114.74% of budget. Mr. Pearson noted Impound and Board Fees are down, with Donations at 90%. Overall, Revenues are at 80.67% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 68.71%, Contracted Services at 72.21%, Municipal Services and Deposits at 76.05%, Materials and Supplies at 68.11% and Capital Outlay at 68.24% of budget. Overall, Expenses are at 69.49% of budget.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Weber to approve the financial statements for September 2014 as submitted. The motion passed unanimously.

**6. Building Renovation Project**

Mr. Summerfield reported the Finance Subcommittee met and determined the size of debt for the building renovations to be around 3.6 million dollars. This amount would include 10% for flexibility of change orders, the removal of \$25,000 of medical equipment and \$400,000 set aside in the MADACC budget for 2014 and 2015 for the Future Capital Building Fund.

Mr. Summerfield discussed financing options related to the building renovations.

Mr. Summerfield reported a State Trust Fund Loan would have the highest interest rate and overall cost.

Mr. Summerfield reported a Bond Anticipation Note with another government entity would have the added expense of \$35,000 in issuance costs. Mr. Summerfield noted finding a partner issuing debt at the time needed so construction can start would be difficult. Not a flexible option.

Mr. Summerfield reported a promissory note through Wauwatosa would offer flexibility and an initial interest rate of 1.5%. Early payoff would be allowed with 30 days notice allowing MADACC to get out of the short term funding once long term funding is secured. Mr. Summerfield presented a draft promissory note.

Mr. Summerfield reported the Finance Subcommittee felt the third option, a promissory note through Wauwatosa, was the best option due to the lower interest rate and ability for early payoff.

Mr. Schaewe questioned the likelihood of securing long term funding by July. Mr. Summerfield noted the MADACC would have until July of 2016 and that shouldn't be an issue.

Mr. Pearson noted discussions with the County Executive would need to take place to get details on long term funding.

Ms. Sparapani noted starting construction in winter would be easier as MADACC's kennel population is lowest at the time.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Weber to accept the presented financing option of using Wauwatosa for the short term financing of the MADACC building renovations. The motion passed unanimously.

**7. Security System Update**

Mr. McDowell reported three proposals were received for the security system update. One bid was below the budgeted amount but provided minimal documentation as to the work that would be completed with the bid – considered a non-responsive bidder. The two other bids were above the budgeted amount of \$15,000.

Mr. McDowell reported the bids include the replacement of the nine existing cameras within the MADACC facility and a network capable DVR system allowing remote access to the system and recording capabilities of over a month.

Mr. McDowell reported there will be two phases to the project, with the second phase coming after the completion of the building renovation project. The two phases will cost around \$30,000 total.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Swartz to approve the second bid of \$17,699, for phase one of the security system project as submitted. The motion passed unanimously.

**8. Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Swartz to adjourn the meeting of October 21, 2014 at 1:43pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber  
Operations Manager