

# Milwaukee Area Domestic Animal Control Commission (MADACC)

3839 W Burnham St  
West Milwaukee, WI 53215  
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## OPERATIONS COMMITTEE MINUTES

Meeting of December 16, 2014 – 1:00pm

Meeting held at:

MADACC  
3839 W Burnham St  
West Milwaukee, WI 53215

**Members Present:** Mr. Ronald Hayward, Village of West Milwaukee  
Mr. Eric Pearson, City of Milwaukee  
Mr. Mark Wyss, City of West Allis  
Mr. Chris Swartz, Village of Shorewood

**Excused:** Mr. Don Schaeve, City of Milwaukee  
Mr. Derik Summerfield, City of Wauwatosa  
Mr. Michael Weber, Village of Hales Corners

**Staff Present:** Ms. Karen Sparapani, Executive Director, MADACC  
Ms. Laura Proeber, Operations Manager, MADACC  
Mr. John McDowell, Field Supervisor, MADACC  
Ms. Kathy Shillinglaw, Volunteer & Outreach Coordinator, MADACC

### **1. Roll Call**

The meeting was convened at 1:00pm 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 November 18, 2014

After a brief discussion, a motion was made by Mr. Pearson and seconded by Mr. Swartz to approve the minutes of the meeting held on November 18, 2014 as submitted.

The motion passed unanimously.

**4. Executive Director's Report**

**a. Statistical Update – November 2014**

Ms. Sparapani reported Admissions down 17% and Euthanasia down 2%, with Adoptions up 7% for the month of November.

Ms. Sparapani reported Admissions down 1,000 animals for the year, with Euthanasia down 9%, Adoptions up 3% and Transfers up 6% in total for 2014.

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

**b. Operational Update**

Ms. Sparapani reported adoption fees will be waived in December as a result of a donation received from Mr. Stan Kass. Mr. Kass also donated monies to Elmbrook, HAWS and WHS to offset adoption fees of MADACC animals transferred to their organizations.

Ms. Sparapani reported on additional grants received by MADACC. \$25,000 was given to FOM to assist with spay/neuter surgeries and other medical treatments, \$10,000 from Best Friends for an Empty the Shelter Event and an additional \$3,000 from Best Friends for adoption promotions.

Ms. Sparapani reported the front fence was damaged from an unknown vehicle accident. A claim has been submitted to the insurance company.

Ms. Sparapani reported MADACC will be participating in the Million Cat Challenge, a five year program to save a million cats in North America.

Ms. Sparapani reported WHS is assisting MADACC with spay/neuter surgeries while the contract veterinarian is on vacation.

Ms. Sparapani reported this year's shot clinic will be held on March 28<sup>th</sup>, before license late fees take effect.

**c. Supervisor's Report**

Ms. Shillinglaw reported on training volunteers to assist with cat adoptions Thursdays through Sundays.

Ms. Proeber reported Member Billings were sent out today for first quarter operating costs.

Ms. Proeber reported the preliminary audit begins this Thursday, December 18th.

Mr. McDowell reported the road has been quiet.

**d. Friends of MADACC Update**

Ms. Shillinglaw reported on a good attendance for the 6<sup>th</sup> annual Rockabilly for Rescues event held this past Saturday. Final numbers are not in at this time.

Ms. Shillinglaw reported the new date for the 2015 Walk, Run, Wag event is Saturday, May 30<sup>th</sup>.

**5. Treasurer's Report**

**a. Financial Statements – November 2014**

Mr. Pearson reported on an overall good financial condition for MADACC in 2014 which should generate a surplus for the year.

Mr. Pearson reported the General Fund Revenues at \$2,659,042 and Expenses at \$2,319,623, with an excess of revenues over expenditures for the year of \$339,419. With a beginning General Fund balance of \$473,048 ending General Fund balance in November was \$812,467.

Mr. Pearson reported revenues in Intergovernmental at 100.00%, License and Fees at 98.38%, Public Charges for Services at 92.36%, Commercial Revenues at 42.14% and Other Revenues at 171.28% of budget. Mr. Pearson noted Impound and Board Fees are down, with Donations and Misc. Revenue over budget. Overall, Revenues are at 100.27% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 88.53%, Contracted Services at 83.97%, Municipal Services and Deposits at 99.55%, Materials and Supplies at 88.88% and Capital Outlay at 68.24% of budget. Mr. Pearson noted Natural Gas and Equipment Maintenance over budget, with Electric, Vehicle maintenance and Building Maintenance under budget and offsetting the difference. Overall, Expenses are at 87.85% of budget.

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

**6. Building Renovation Project**

**a. Construction Manager Information**

Ms. Sparapani reported on speaking with Oak Creek regarding their recent use of a Construction Manager. Ms. Sparapani reported Oak Creek stated it was money well spent.

Ms. Sparapani reported on three options moving forward regarding hiring a Construction Manager.

1. Hire VJS Construction outright
2. Go through 2 to 3 months of RFP.
3. Present abbreviated letter to contractors for comparison bids with a turnaround of roughly one month

The board agreed to send out an abbreviated letter for comparison bids.

**b. Architect Proposal**

Ms. Sparapani reported on meeting with the architect to further break down fees for more clarification of services.

Ms. Sparapani presented a survey report of the comparable costs associated with renovations of similar organizations.

Ms. Sparapani noted Madisen Maher Architects fees would be 5.75%, lower than industry standards (6-7%).

A motion was made by Mr. Wyss and seconded by Mr. Swartz to approve keeping Madisen Maher Architects through the remainder of the building renovation project. The motion passed unanimously.

**7. Outstanding Checks**

Ms. Proeber presented a current list of outstanding checks to the board members. Ms. Proeber discussed which checks were traceable and should be turned over to the state. Two agency garnishment checks are to be voided as there are no indications those monies are due to the payee.

A motion was made by Mr. Swartz and seconded by Mr. Wyss to approve Ms. Proeber's recommendations on the current outstanding checks and submit the remaining balance to the state. The motion passed unanimously.

**8. 2015 Radio Purchase**

Ms. Sparapani reported a budgeted amount of \$65,000 for new radios. The actual cost for the road radios amounted to \$48,653 with the option to additionally purchase radios for the kennel staff for \$5,790.

Ms. Sparapani noted the current radios used by the kennel staff are not reliable and in an emergency, could put an employee at risk if unable to reach fellow staff members.

A motion was made by Mr. Swartz and seconded by Mr. Pearson to approve the purchase of an additional 10 radios for the kennel staff at a total cost, including road radios, of \$54,443. Still below the approved budgeted amount of \$65,000. The motion passed unanimously.

**9. Adjournment**

There being no further business, a motion was made by Mr. Swartz and seconded by Mr. Pearson to adjourn the meeting of December 16, 2014 at 1:50pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber  
Operations Manager