

# Milwaukee Area Domestic Animal Control Commission (MADACC)

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

Meeting of September 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. 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

**Excused:** 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  
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**

Ms. Marissa Kraft, a member of the animal rescue community, stated she had regularly attended the MADACC Operation Committee meetings in the past to address issues with MADACC. Ms. Kraft noted this was her first meeting in attendance in a year and half. Ms. Kraft stated Ms. Sparapani and Ms. Sweeney have made vast improvements at MADACC since their hiring. Ms. Kraft stated the MADACC staff now works as a team, with a passion for animals, reaching out to rescue partners and holding adoptions events. Ms. Kraft stated MADACC now advocates for animals which can be seen by the more favorable outcome rates. Ms. Kraft thanked the board for hiring Ms. Sparapani.

**3. Approval of Minutes**

a. Meeting of August 19, 2014

Mr. Summerfield noted agenda item #7, Building Renovation Project, should include Wauwatosa has the capacity to offer short term funding for the MADACC renovation project.

After a brief discussion, a motion was made by Mr. Summerfield and seconded by Mr. Pearson to approve the minutes of the meeting held on August 19, 2014 as submitted.

The motion passed unanimously.

**4. Executive Director's Report**

**a. Statistical Update – August 2014**

Ms. Sparapani reported Admissions down for the month and year for both cats and dogs.

Ms. Sparapani reported Euthanasia down 6% for the month and 9% for the year.

Ms. Sparapani reported Transfers and Adoptions were about the same for the month compared to 2013.

Ms. Sparapani reported Transfers up slightly for the month and up 7% for the year.

Mr. Schaewe congratulated the MADACC staff on the large decrease in Euthanasia and increase in Adoptions.

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

**b. Operational Update**

Ms. Sparapani introduced MADACC's new Volunteer & Outreach Coordinator, Kathy Shillinglaw, the current President of Friends of MADACC.

Ms. Sparapani reported the new cat condos FOM purchased have arrived.

Ms. Sparapani reported on a successful vaccination clinic, with more than a 130 vaccines given, along with dozens of microchips.

Ms. Sparapani announced MADACC has been approved for a \$15,000 grant for an "Empty the Shelter" program doing high volume, free adoptions over one weekend.

**c. Supervisor's Report**

Ms. Shillinglaw reported on working on getting the foster program up and running again.

Ms. Shillinglaw reported on filling some empty roles in the volunteer program.

Ms. Proeber had nothing to report.

Mr. McDowell reported his injured Animal Control Officer returned to work on August 4<sup>th</sup>.

Mr. McDowell reported the new vehicle is in service, with one vehicle to sell yet.

**d. Friends of MADACC Update**

Ms. Shillinglaw reported on upcoming events including Barktoberfest, and Rockabilly for Rover.

Ms. Shillinglaw reported FOM will be supporting MADACC during the Empty the Shelter event.

**5. Treasurer's Report**

**a. Financial Statements –August 2014**

Mr. Pearson reported the General Fund Revenues at \$1,995,252 and Expenses at \$1,661,431, with an excess of revenues over expenditures for the year of \$333,821. With a beginning General Fund balance of \$473,048 ending General Fund balance in August was \$806,869.

Mr. Pearson reported revenues in Intergovernmental at 75.00%, License and Fees at 88.55%, Public Charges for Services at 67.84%, Commercial Revenues at 31.12% and Other Revenues at 99.82% of budget. Mr. Pearson noted Donations at 74%, with Impound and Board Fees falling a bit short. Overall, Revenues are at 75.24% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 61.01%, Contracted Services at 70.47%, Municipal Services and Deposits at 67.02%, Materials and Supplies at 61.49% and Capital Outlay at 64.40% of budget. Mr. Pearson noted Overtime high at 73%, with Natural Gas, Water/Sewer and Snow Removal all running a bit high. Overall, Expenses are at 62.92% of budget.

Mr. Summerfield questioned if licensing went up with the amnesty month. Ms. Sparapani noted 200 extra licenses were sold for the month.

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

**6. Building Renovation Project**

Mr. Summerfield discussed financing options related to the MADACC shelter renovation. Mr. Summerfield reported on the interest rates and total costs of the three options based on \$3,200,000 principal borrowing with a term of 19 months.

Mr. Summerfield reported a State Trust Fund Loan, with an interest rate of 2.5%, would have a total cost of \$126,667 with no option of early payoff.

Mr. Summerfield reported a Wauwatosa Promissory Note, with an interest rate of 1.75%, would have a total cost of \$86,667 with an option for early payoff with 30 days notice.

Mr. Summerfield reported a Bond Anticipation Note with another government entity, with an interest rate between 1.25% and 1.5%, with an added \$35,000 in issuance costs, would have a total cost between \$98,333 and \$111,000 and more than likely no option for early payoff.

Mr. Summerfield reviewed the details of a draft Promissory Note through the City of Wauwatosa.

Mr. Summerfield reached out to Pamela Bryant, from Milwaukee County. Ms. Bryant did confirm Milwaukee County does offer 15 year issuances. Milwaukee County would review MADACC's financials, seek approval at the County Executive level and then the Full County Board. Mr. Summerfield noted ample time would be needed to secure long term financing through Milwaukee County.

**7. October Full Board Meeting**

It was agreed upon to hold the Full Board meeting at MADACC on October 21<sup>st</sup> at 1:00pm with the Operations Committee meeting beforehand at 12:00pm.

**8. Closed Session**

A motion was made by Mr. Schaewe and seconded by Mr. Weber at 1:47pm to conduct a roll call vote to move into closed session per WI Statute 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any employee over which the governmental body has jurisdiction or exercises responsibility. Specifically to discuss a Medical Department staffing change. In favor: Mr. Hayward, Mr. Schaewe, Mr. Summerfield, Mr. Weber, Mr. Wyss and Mr. Pearson. Opposed: none. Motion passed.

A motion was made by Mr. Schaewe and seconded by Mr. Weber to reconvene into open session at 2:04pm. The motion passed unanimously.

A motion was made by Mr. Schaewe and seconded by Mr. Weber to approve the Executive Director's plan to restructure the medical department. The motion passed unanimously.

A subcommittee was formed to research and devise financing options for the building improvement and addition and will include Mr. Summerfield, Mr. Pearson and Mr. Wyss.

9. **Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Weber to adjourn the meeting of September 16, 2014 at 2:06pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber  
Operations Manager