

**Milwaukee Area Domestic Animal Control Commission  
(MADACC)**

**3839 W. Burnham St.  
West Milwaukee, WI 53215  
414-649-8640**

**BOARD OF DIRECTOR'S  
MINUTES OF THE MEETING**

Meeting of October 14, 2014 at 1:00pm  
MADACC  
3839 W Burnham St  
West Milwaukee, WI 53215

Members Present: Mr. Ron Hayward, City of West Milwaukee  
Mr. Mark Wyss, City of West Allis  
Mr. Mike Weber, Village of Hales Corners  
Mr. Derik Summerfield, City of Wauwatosa  
Mr. Chris Swartz, Village of Shorewood  
Mr. Chris Lear, Village of River Hills  
Mr. Darren Rausch, City of Greenfield  
Mr. Michael Pedersen, Village of Fox Point  
Mr. John Hohenfeldt, City of Cudahy  
Ms. Rebecca VanRegenmorter, Village of Bayside  
Mr. Mark Lubberda, City of Franklin  
Mr. Don Schaewe, City of Milwaukee

Staff: Ms. Karen Sparapani, Executive Director, MADACC  
Ms. Laura Proeber, Operations Manager, MADACC

**1. Roll Call**

The meeting was convened at 1:00pm, roll call was taken by Ms. Proeber and members in attendance were noted.

**2. Approval of Minutes**

a. Meeting of April 21, 2014

After a brief discussion, a motion was made by Mr. Hohenfeldt and seconded by Mr. Lubberda to approve the minutes of the meeting held April 21, 2014.

The motion passed unanimously.

**3. President's Report**

Mr. Hayward announced there are a lot of points to discuss today and wishes to get the MADACC expansion project underway.

**4. Executive Director's Report**

**a. Operational Update**

Ms. Sparapani reported operations have been going well since last April's meeting. Transfers and Adoptions are up and Admissions and Euthanasia is down. Ms. Sparapani noted working on returning more animals in the field.

Ms. Sparapani reported more animals are leaving with positive outcomes due to new partnerships. Ms. Sparapani noted working with UW-Madison to have veterinary students assist with spaying MADACC animals. BRATS, a volunteer animal transport service, is assisting with transporting animals to and from MADACC. Ms. Sparapani also noted working with WHS to improve on collaborations with advertising and press releases.

Ms. Sparapani reported working on more grants. In October, 134 animals were adopted during MADACC's first Empty the Shelter event made possible by a \$15,000 grant from the ASPCA. Ms. Sparapani noted another similar event will be held next year with Friends of MADACC providing the funds for the event.

Ms. Sparapani reported on expanding the Volunteer Program at MADACC to help with adoptions.

**5. Treasurer's Report**

**a. 2015 Budget**

Mr. Pearson discussed the 2015 MADACC budget highlights. Mr. Pearson noted no changes to the organizational chart, which includes 39 employees plus volunteers. Mr. Pearson noted Euthanasia of animals is declining and live outcomes for animals are rising due to adoption programs and transfers to other agencies.

Mr. Pearson reported an overall surplus of \$187,171 budgeted for 2015.

Mr. Pearson reported General Fund Revenues of \$2,695,612 and Expenses at \$2,693,442 for a budget surplus of \$2,171. Mr. Pearson noted revenues for Billings to Members are up \$25,000.

Mr. Pearson reported General Fund Expenditures include a 1% merit increase for staff and an increase in Health Insurance. Mr. Pearson noted the increase in expenditures for Spay/Neuter Supplies, Medical Supplies and Vaccines are offset by revenues in the General Fund.

Mr. Pearson reported Capital Outlay decreased due to lower cost for Vehicle Replacement and less expenditures in IT Equipment.

Mr. Pearson reported a deficit for Capital Projects, with revenues at \$50,000 and expenditures at \$65,000. Mr. Pearson noted the \$15,000 budgeted deficit would come out of the Capital Projects Fund balance rather than billing members.

Mr. Pearson reported Future Capital Building Fund budgeted revenues at \$200,000 with no expenses at this time.

Mr. Pearson reported Billings to Members contains three components; Operating Costs, Capital Projects and Future Capital Building Fund. Mr. Pearson noted Operating Costs of \$2,105,212 and Capital Projects of \$50,000 are billed to members based on a three average of animal intake. The Future Capital Building Fund of \$200,000 is billed based on equalized values. Total member billings for 2015 are \$2,355,212.

After discussion, a motion was made by Mr. Schaeve and seconded by Mr. Swartz, to approve the 2015 MADACC budget as submitted. Mr. Luberda questioned if since the Future Capital Building Fund is absent of existing debt there is no provision to have it be collected.

Mr. Luberda amended the motion to include the following:

*And to require as a condition of approval that all expenditures or transfers from the Future Capital Building Fund/Debt Service Fund shall be approved by 2/3 of the Board of Directors in advance of any such action or commitment and shall be restricted to capital projects in excess of \$500,000.*

After a brief discussion, a motion was made by Mr. Luberda and seconded by Mr. Swartz to approve the amended motion. The motion passed unanimously.

## **6. Building Renovation Project**

Ms. Sparapani reported the MADACC facility has many building deficits that affect the quality for animals in MADACC's care. The MADACC shelter aged more rapidly than the planned 20 year useful life.

Ms. Sparapani reported the chemicals used for cleaning has eroded kennels and equipment. Animals have a small footprint to live in, which adds to the stress and leads to greater illnesses. The plan for the MADACC building renovation includes 3 components.

The office component will include adding partitions at the front counter to separate animals at intake and reduce stress and to allow clients with sensitive matters address staff with some privacy. Additionally, an office will be added for the Office Supervisor by reducing the size of the Executive Director's office and Volunteer/Outreach Coordinator's office.

The treatment component will include separate intake exam rooms for cats and dogs to help reduce stress and to update the surgical suite. One of the few areas for MADACC to increase revenue is through veterinary services. By expanding the surgical suite stray animals will be kept separate from public animals at MADACC for veterinary services. Adding a second surgical table will also increase the potential for spay/neuter revenue.

The animal housing component will include adding space for both cats and dogs at MADACC. Current caging for cats is made of plastic and is quite difficult to clean and sanitize between animals. The cages are also considered quite small for today's standards in shelter housing of animals. The renovations will include both more space within the shelter, allowing for fewer cats per room and new, larger stainless steel cages. Natural light will also be added to all the cat rooms. The addition to the back of the shelter will not increase the number of dogs housed at MADACC but will double the current kennel size and prevent staff from having to move dogs from cage to cage every day.

Mr. Summerfield discussed financing the MADACC renovation project. Mr. Summerfield noted first we must look at the size of the debt.

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 a 7.5% contingency fund, the removal of \$25,000 of medical equipment. The \$400,000 set aside in the MADACC budget for 2014 and 2015 for the Future Capital Building Fund will put the financed amount around 3.2 million dollars.

Mr. Summerfield discussed short term 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. Summerfield reported on preliminary talks with Milwaukee County for long term financing. Mr. Summerfield noted a 15yr loan was the way to go. Mr. Summerfield also noted Milwaukee County's process for funding loans has change since MADACC's original loan in 1999. Now loan matters are first brought up to the County Executive Board, then to the Budget and Finance Committee, then to the County Board and then to the Capital Budget. Mr. Summerfield noted seeking fund through Milwaukee County will need to begin quickly to secure long term funding in MADACC's time schedule.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Weber to approve the concept and renderings presented by the architectural firm and further move to accept the short term financing source through Wauwatosa for 3.2 million. An amendment was made by Mr. Luberdia to include starting to secure long term financing. Mr. Luberdia made note of abstaining from the vote due to limited involvement in the recent past. Mr. Summerfield also noted he would abstain from the vote due to his involvement with Wauwatosa being the source of short term financing. The motion passed with 2 abstains and 10 approves.

**7. Other Business**

No other business at this time.

**8. Adjournment**

There being no further business, a motion was made by Mr. Hohenfeldt and seconded by Mr. Summerfield to adjourn the Board of Directors meeting of October 21, 2014 at 2:25 pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber  
Operations Manager, MADACC