OPERATIONS COMMITTEE MINUTES

Meeting of February 16, 2016 – 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 Schaeve, City of Milwaukee
                  Mr. Eric Pearson, City of Milwaukee
                  Ms. Kelly Heilert, City of Wauwatosa

Excused:          Mr. Michael Weber, Village of Hales Corners
                  Mr. Chris Swartz, Village of Shorewood

Absent:           Mr. Mark Wyss, City of West Allis

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

   After a brief discussion, a motion was made by Mr. Schaeve and seconded by Ms. Heilert to approve the minutes of the meeting held on January 19, 2016. The motion passed unanimously.
4. **Executive Director’s Report**

   a. **Statistical Update – January 2016**

   Ms. Sparapani reported Admissions down almost 2% for the month of January.

   Ms. Sparapani reported Adoptions up 10% and Euthanasia down 6% for the month of January.

   Ms. Sparapani reported Return to Owner up 3% for the month of January.

   After discussion, a motion was made by Mr. Pearson and seconded by Mr. Schaewe to approve the statistical report for the month of January 2016 as submitted. The motion passed unanimously.

   b. **Operational Update**

   Ms. Sparapani reported the Discovery Channel is doing a story on exotic animals. They would like to do a segment on the “Milwaukee Lion”.

   Ms. Sparapani reported the court case animal/stray hold bill passed the Senate today and the Assembly will vote on the bill today too.

   Ms. Sparapani reported this is a slow time of the year making the animal population very manageable.

   c. **Supervisor’s Report**

   Ms. Fredericksen reported the staff is adjusting to the new arrangement in the lobby since vacating the office space for renovations.

   Dr. Gutting reported on starting the Pre-Select Cat Program. Cats are staying healthier and getting out of the shelter through adoptions sooner.

   Dr. Gutting reported on sending animals to UW-Madison for spay/neuter surgeries again.

   Ms. Shillinglaw reported the volunteers are working around the changes during construction.

   Ms. Proeber reported the auditor presented a draft audit for review.

   Ms. Proeber reported on repairs to the generator and laundry equipment.

   d. **Friends of MADACC Update**

   Ms. Shillinglaw reported FOM will be funding updates to the play area behind the new addition when renovations are completed.
5. **Treasurer’s Report**

   a. **Financial Statements – January 2016**

   Mr. Pearson reported the General Fund Revenues at $624,140 and Expenses at $152,620, with an excess of revenues over expenditures for the year of $471,520. With a beginning General Fund balance of $652,671, the ending General Fund balance in January was $1,124,191.

   Mr. Pearson reported and ending fund balance in Debt Service of $36 and in Capital Projects of $2,508,878.

   Mr. Pearson reported revenues in Intergovernmental at 24.99%, License and Fees at 35.75%, Public Charges for Services at 6.54% and Other Revenues at 19.33% of budget. Overall, Revenues were at 22.82% of budget.

   Mr. Pearson reported expenses in Personnel Services Costs at 4.76%, Contracted Services at 12.19%, Municipal Services and Deposits at 0.00%, Materials and Supplies at 62.04% and Capital Outlay at 0.00% of budget. Mr. Pearson noted PILOT, included in Contracted Services, is front loaded. Overall, Expenses were at 5.58% of budget.

   After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Wyss to approve the financial statements for January 2016 as submitted. The motion passed unanimously.

6. **Building Renovation Project**

   a. **Building Project Update**

   Ms. Sparapani reported meeting with Milwaukee County regarding long term financing. There is a question of how much the county will finance.

   Ms. Sparapani reported the renovation is 51% complete. The office should be completed by March 15th and the complete project by end of June or early July.

   Ms. Sparapani reported on change orders.
   - Ms. Sparapani reported the cost to move a downspout was $1094.
   - Ms. Sparapani reported the cost for storm piping for the drainage ditch was $15,367.
   - Ms. Sparapani reported the cost for plywood blocking was $259
   - Ms. Sparapani reported the cost for millwork and countertops were $644
   - Ms. Sparapani reported the cost for new floor tile in the front office was $1713

   After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Pearson to approve the change orders as presented. The motion passed unanimously.
7. **Radio Contract**

Ms. Sparapani presented the cost structure for running MADACC’s digital radios through Milwaukee County (see diagram below).

**MADACC Annual Radio Costs**

<table>
<thead>
<tr>
<th>Year</th>
<th>User Fee</th>
<th>Capital Fund</th>
<th>Total Cost Per Radio Per Month</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>$2.00</td>
<td>$-</td>
<td>$2.00</td>
<td>$456.00</td>
</tr>
<tr>
<td>2016</td>
<td>$5.00</td>
<td>$-</td>
<td>$5.00</td>
<td>$1,140.00</td>
</tr>
<tr>
<td>2017</td>
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<td>$-</td>
<td>$9.00</td>
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<tr>
<td>2018</td>
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<tr>
<td>2019</td>
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<td>$3.00</td>
<td>$17.00</td>
<td>$3,876.00</td>
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<tr>
<td>2020</td>
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<td>$4.00</td>
<td>$18.00</td>
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<td>2021</td>
<td>$14.00</td>
<td>$5.00</td>
<td>$19.00</td>
<td>$4,332.00</td>
</tr>
</tbody>
</table>

The contract includes a 180 day notice for termination.

Ms. Sparapani discussed coming up with other options in the future.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Pearson to move forward and sign the presented radio contract. The motion passed unanimously.

8. **Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Ms. Heilert to adjourn the meeting of February 16, 2016 at 1:40pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber
Operations Manager