

Milwaukee Area Domestic Animal Control Commission (MADACC)

3839 W Burnham St
West Milwaukee, WI 53215
Phone (414) 649-8640 Fax (414) 763-6234

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 Schaewe, 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. Schaewe 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

Number of radios=

19

Year	User Fee	Capital Fund	Total Cost Per Radio Per Month	Annual Cost
2015	\$ 2.00	\$ -	\$ 2.00	\$ 456.00
2016	\$ 5.00	\$ -	\$ 5.00	\$ 1,140.00
2017	\$ 9.00	\$ -	\$ 9.00	\$ 2,052.00
2018	\$ 12.00	\$ 2.00	\$ 14.00	\$ 3,192.00
2019	\$ 14.00	\$ 3.00	\$ 17.00	\$ 3,876.00
2020	\$ 14.00	\$ 4.00	\$ 18.00	\$ 4,104.00
2021	\$ 14.00	\$ 5.00	\$ 19.00	\$ 4,332.00

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