

Milwaukee Area Domestic Animal Control Commission (MADACC)

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West Milwaukee, WI 53215
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OPERATIONS COMMITTEE MINUTES

Meeting of January 20, 2015 – 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
Mr. Derik Summerfield, City of Wauwatosa
Mr. Michael Weber, Village of Hales Corners

Excused: Mr. Don Schaewe, City of Milwaukee

Staff Present: Ms. Karen Sparapani, Executive Director, MADACC
Ms. Laura Proeber, Operations Manager, 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 December 16, 2014

After a brief discussion, a motion was made by Mr. Pearson and seconded by Mr. Weber to approve the minutes of the meeting held on December 16, 2014 as submitted.

The motion passed unanimously.

4. Executive Director's Report

a. Statistical Update – December 2014

Ms. Sparapani reported Admissions down 13% and Euthanasia down 10%, with Adoptions up 11% for the month of December.

Ms. Sparapani reported Admissions down roughly 1,000 animals for the year, with Euthanasia down from 43% to 34%, Adoptions up 4% and Transfers up 6% in total for 2014.

Ms. Sparapani reported Rescue Transfers down for the month with WHS picking up the difference. Transfers for the year were up from 3323 animals to 3724.

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

b. Operational Update

Ms. Sparapani reported MADACC received an anonymous donation for \$20,000. The attorney representing the donor asked how the funds would be used. Ms. Sparapani noted monies donated would be used for medical equipment needed for the renovation project and also to waive fees for cat adoptions in the summer.

Ms. Sparapani reported Best Friends committed \$10,000 for another "Empty the Shelter" event. Ms. Sparapani noted working on a proposal for another grant that is available in upwards of \$150,000.

Ms. Sparapani reported receiving a grant for \$1,200 from the ASPCA to attend the annual HSUS convention.

Ms. Sparapani reported on communications with Globe University to assist with spay/neuters and other vetting of MADACC animals.

Ms. Sparapani reported being contacted by Stan Kass to fund another adoption promotion in May or June.

c. Supervisor's Report

Ms. Shillinglaw reported the MADACC volunteers are fantastic and really stepping up.

Ms. Shillinglaw reported volunteers are now taking care of cats available for adoption at the Glendale Pet Supplies Plus.

Ms. Proeber had nothing to report.

d. Friends of MADACC Update

Ms. Shillinglaw reported the 2nd Annual Soiree for Strays event will be held on March 20th.

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

5. Treasurer's Report

a. Financial Statements – December 2014

Mr. Pearson noted the financials presented for December 2014 are a draft as additional expenditures may be recognized in 2014.

Mr. Pearson reported a General Fund balance of \$1,180,223, a Debt Service Fund balance of \$200,036 and a Capital Projects Fund balance of \$229,284.

Mr. Pearson reported the General Fund Revenues at \$2,716,258 and Expenses at \$2,598,441, with an excess of revenues over expenditures for the year of \$117,817. With a beginning General Fund balance of \$473,040, the ending General Fund balance in December was \$590,867.

Mr. Pearson reported revenues in Intergovernmental at 100.00%, License and Fees at 99.59%, Public Charges for Services at 97.87%, Commercial Revenues at 46.30% and Other Revenues at 236.07% of budget. Mr. Pearson noted Impound and Board Fees were down, with Donations and Misc. Revenue over budget. Overall, Revenues are at 102.43% of budget or \$64,436.28 over budget.

Mr. Pearson reported expenses in Personnel Services Costs at 99.06%, Contracted Services at 94.17%, Municipal Services and Deposits at 112.28%, Materials and Supplies at 101.30% and Capital Outlay at 68.24% of budget. Mr. Pearson noted Electric and Other Professional under budget \$26,000 combined, with Medical Supplies \$16,998 over budget. Overall, Expenses were at 98.41% of budget or \$41,943.22 under budget.

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

6. Building Renovation Project

a. Status Update

Ms. Sparapani reported the West Milwaukee Planning Commission signed off on the additions to the MADACC building.

b. Construction Manager Information

Ms. Sparapani reported sending out ten bid requests for the Construction Manager position for the MADACC building renovation project. Only three bids were sent back.

Ms. Sparapani presented the three bids from Findorf (\$277,000), Catalyst (\$216,000) and VJS Construction (\$279,000). Ms. Sparapani noted that Catalyst did not have full costs noted on the bid template, and their bid would have been comparable to the other bids at \$275,000 if all line items had been included.

Ms. Sparapani noted VJS Construction was involved in the feasibility study since day one and has the most knowledge about the project and MADACC.

A motion was made by Mr. Swartz and seconded by Mr. Summerfield to approve the hiring of VJS Construction as the Construction Manager for the MADACC building renovation project. The motion passed unanimously.

7. Fourth of July Holiday Observance

Ms. Sparapani reported MADACC is closed on July 4th if it lands on a Monday through Friday. If July 4th lands on a weekend, MADACC is closed the Friday before or the following Monday. Ms. Sparapani also noted MADACC is closed the Friday before Easter, but not Easter itself. Ms. Sparapani would like to change which day is recognized as the holiday by closing on July 4th and Easter Sunday so MADACC employees can spend time with their family on the holiday.

Mr. Weber requested Ms. Sparapani present written language of requested changes to meeting in February for approval.

8. 2015 Radio Purchase – Additional Items

Ms. Sparapani reported the initial quote for the new radios did not include the cost to program the new radios to work with both the old analog system and the new digital system. In addition, four extra radios are needed for the kennel staff. With a budgeted amount of \$65,000, the new cost with the additional items would still be below budget at \$62,402.61.

A motion was made by Mr. Pearson and seconded by Mr. Swartz to approve the purchase of an additional 4 radios for the kennel staff and the upgrade for the new radios to work with the existing analog system. The motion passed unanimously.

9. Adjournment

There being no further business, a motion was made by Mr. Summerfield and seconded by Mr. Weber to adjourn the meeting of January 20, 2015 at 1:40pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber
Operations Manager