

# Milwaukee Area Domestic Animal Control Commission (MADACC)

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

Meeting of November 18, 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  
Ms. Kathy Shillinglaw, Volunteer & Outreach Coordinator, MADACC
- Guests:** Mr. Erik Madisen, Partner, Madisen Maher Architects  
Joe Widmann, Project Manager, VJS Construction  
Rick Andritsch, Partner, VP of Business Development, VJS Construction

### 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 October 21, 2014

After a brief discussion, a motion was made by Mr. Weber and seconded by Mr. Schaewe to approve the minutes of the meeting held on October 21, 2014 as submitted.

The motion passed unanimously.

**4. Executive Director's Report**

**a. Statistical Update – October 2014**

Ms. Sparapani reported due to the Empty the Shelter event the first weekend in October, Adoptions were up 10% and Euthanasia was down 14% for the month.

Ms. Sparapani reported Admissions and Euthanasia down for the year, with Adoptions and Transfers up for the year.

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

**b. Operational Update**

Ms. Sparapani reported on attending meetings regarding the new radio system and the building project.

Ms. Sparapani reported working with WHS to receive a grant through the ASPCA for spay/neuter initiatives.

Ms. Sparapani reported a donor came in today with funds to cover all adoption fees for the month of December. The monies were donated to Friends of MADACC.

**c. Supervisor's Report**

Ms. Shillinglaw reported on seeking out more volunteers to help with the ever increasing cat adoptions. Ms. Shillinglaw noted 26 cats were adopted over the weekend.

Ms. Proeber reported on processing all the data for the license renewal cards, which should go out the first week in December.

Ms. Proeber reported on preparing for the preliminary audit in mid-December.

**d. Friends of MADACC Update**

Ms. Shillinglaw reported the 6<sup>th</sup> annual Rockabilly for Rescues event will be held on December 13<sup>th</sup> from 7pm to 10pm at J&B's Blue Ribbon.

Ms. Shillinglaw reported a new date will be set for the 2015 Walk, Run, Wag event to avoid conflicting with WHS's similar event.

**5. Treasurer's Report**

**a. Financial Statements – October 2014**

Mr. Pearson reported the General Fund Revenues at \$2,602,225 and Expenses at \$2,098,111, with an excess of revenues over expenditures for the year of \$504,114. With a beginning General Fund balance of \$473,048 ending General Fund balance in October was \$977,162.

Mr. Pearson reported revenues in Intergovernmental at 100.00%, License and Fees at 95.88%, Public Charges for Services at 84.23%, Commercial Revenues at 38.82% and Other Revenues at 128.74% of budget. Mr. Pearson noted Impound and Board Fees are down, with Adoptions and Rott/Pitt Seminar over budget. Overall, Revenues are at 98.13% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 79.81%, Contracted Services at 77.91%, Municipal Services and Deposits at 88.11%, Materials and Supplies at 78.12% and Capital Outlay at 68.24% of budget. Mr. Pearson noted Natural Gas and Equipment Maintenance over budget, with Electric, Vehicle maintenance and Building Maintenance under budget and offsetting the difference. Overall, Expenses are at 79.46% of budget.

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

**6. Building Renovation Project**

**a. Technical Adjustment to Budget**

Mr. Summerfield reported on technical changes to the budget which included the following:

- All wording related to the "Future Capital Building Fund" was changed to the "Debt Service Fund" to be consistent with the membership agreement.
- Budget Summary was edited to include \$3.2 million promissory note for short term financing and \$400,000 transfer from Debt Service Fund into the Capital Project Fund. This was also reflected in the Debt Service Fund and Capital Projects Fund pages.
- Dog Kennels and cat condos added to Capital Improvement Projects, along with building renovation costs, design services and the conference room addition.
- Made adjustments to fund balances of Capital Projects Fund and Debt Service on the Fund Reserve Accumulation and Fund Balance page.

Mr. Summerfield noted these are technical changes to the budget document so no further recommendations or approval is required.

Ms. Sparapani noted the updated budget with added columns for the percent change from prior year budget and actual 6 month budget numbers, will be provided to board members at the next ICC meeting.

**b. Architect Proposal**

Mr. Madisen, Architect for the MADACC feasibility study, introduced Mr. Widmann and Mr. Andritsch and described the role VJS Construction would play in the MADACC building renovation project as Construction Managers.

Mr. Andritsch stated having a Construction Manager provides and owners advocate, proper phasing of project and tax savings. A Construction Manager provides one bond for entire project, creates monthly billing, coordinates site and all subcontractors and materials and establishes multiple bid packages to maximize the bidding environment.

Mr. Widmann stated there are 30 contract packages within the renovation project. Mr. Widmann stated each package would be bid out separately for the most competitive pricing available. Mr. Widmann stated VJS Construction would see that projects were done correctly while MADACC is still operating.

Mr. Weber questioned the difference between a General Contractor and a Construction Manager. Mr. Andritsch stated a Construction Manager would bid out each trade package versus a General Contractor bidding out the complete building renovation project.

Mr. Wyss stated the use of a Construction Manager in the past proved invaluable and he would definitely endorse the use of a Construction Manager.

Mr. Schaewe questioned the duration of a project this size. Mr. Andritsch stated if MADACC was not open for business during renovations the project would take 5 months, but because MADACC operations cannot cease the project will run 8 to 12 months.

Mr. Summerfield questioned where the cost savings comes from. Mr. Andritsch stated through the direct purchase of supplies for a savings of 1.5 to 2%.

After discussion, the board recommended a Construction Manager should be used for the MADACC renovation project. The board requested Ms. Sparapani seek out additional quotes for both a Construction Manager and an Architect to compare pricing and to decide if the numbers represented by VJS are competitive.

**7. Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Weber to adjourn the meeting of November 18, 2014 at 2:37pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber  
Operations Manager