

# Milwaukee Area Domestic Animal Control Commission

## (MADACC)

3839 W Burnham St

West Milwaukee, WI 53215

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### OPERATIONS COMMITTEE MINUTES

Meeting of August 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. John Hohenfeldt, City of Cudahy  
Mr. Don Schaewe, City of Milwaukee  
Mr. Eric Pearson, City of Milwaukee  
Mr. Derik Summerfield, City of Wauwatosa

**Excused:** Mr. Chris Swartz, Village of Shorewood  
Mrs. Rebecca Grill, City of West Allis

**Staff Present:** Ms. Karen Sparapani, Executive Director, MADACC  
Ms. Laura Proeber, Operations Manager, MADACC  
Mr. John McDowell, Field Supervisor, MADACC  
Ms. Kathy Shillinglaw, Volunteer & Outreach Coordinator, MADACC  
Ms. Cindy Fredericksen, Office 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 Mr. Hohenfeldt to approve the minutes of the meeting held on July 19, 2016. The motion passed unanimously.

**4. Executive Director's Report**

**a. Statistical Update – July 2016**

Ms. Sparapani reported Admissions down around 5% for the month of July and year-to-date.

Ms. Sparapani reported Adoptions up 4% and Euthanasia down 1% for the month of July.

Ms. Sparapani reported Adoptions up 4% and Euthanasia down 4% for the year.

Ms. Sparapani reported WHS transferred out 57 animals, Washington County transferred out 31 animals, Bichon Buddies transferred out 30 animals and Shelter From the Storm transferred out 30 animals in the month of July.

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

**b. Operational Update**

Ms. Sparapani reported both the ASPCA and Best Friends are looking to give MADACC grant money.

Ms. Sparapani reported the Pabst fundraiser will start in early September.

Ms. Sparapani reported contact will be made with individuals who are regularly bringing in animals to MADACC to determine the cause.

Ms. Sparapani reported all member agreement resolutions were passed.

Ms. Sparapani reported on the status of both crematory units at MADACC. Ms. Sparapani noted both units are failing as they were made to be used in an outdoor setting. Ms. Sparapani has contacted three companies regarding a replacement crematory. Ms. Sparapani suggested using the money bequested to MADACC last year to cover the cost of updating the crematory unit.

Ms. Proeber reported the current crematories were installed in 2010 after a fire destroyed the last two units. MADACC opted to install the same units previously used as insurance would cover the entire bill, including installation. If MADACC had opted to install a different brand of crematories insurance would have only covered the cost to repair the old units. Ms. Proeber reported the crematory units have reached max useful life and would require major overhauls to reach safe operational use. Even then, the units would have an unknown life expectancy. Ms. Proeber reiterated that the current units are meant to be housed outdoors and the extreme heat in the building is what is causing most of the malfunctions of the units. The models MADACC is currently looking to purchase are made to be housed in an interior space.

After a brief discussion, a motion was made by Mr. Schaewe and seconded by Mr. Hohenfeldt to proceed with scheduling an emergency Board of Directors meeting for the purpose of approving the purchase of a new crematory. The motion passed unanimously.

**c. Wauwatosa Promissory Note**

Mr. Summerfield spoke regarding extending the short term promissory note to avoid the default rate. Mr. Summerfield stated Wauwatosa would agree to an extension through December 15, 2016, with all other terms remaining the same.

After a brief discussion, a motion was made by Mr. Hohenfeldt and seconded by Mr. Schaewe to approve the extension to the Wauwatosa promissory note agreement as submitted. Mr. Summerfield abstained from the vote as Wauwatosa is involved in the financial agreement. The motion passed unanimously with remaining members.

**d. Supervisor's Report**

Ms. Fredericksen noted staff is focused on getting animals out the door.

Ms. Shillinglaw reported everything is going well with the volunteers.

Mr. McDowell reported the new van will begin upgrades next week.

Ms. Proeber reported on concerns with the crematory units.

Dr. Gutting had nothing to report.

**e. Friends of MADACC Update**

Ms. Sparapani reported Rockabilly for Rescues will be held on August 27<sup>th</sup> from 5pm until 8pm at Kochanski's Concertina Bar on 37<sup>th</sup> and Burnham.

**5. Treasurer's Report**

**a. Financial Statements – July 2016**

Mr. Pearson reported the General Fund Revenues at \$1,988,464 and Expenses at \$1,419,144, with an excess of revenues over expenditures for the year of \$569,320. With a beginning General Fund balance of \$652,671, the ending General Fund balance in July was \$1,221,991. Mr. Pearson reported and ending fund balance in Debt Service of \$100,036 and in Capital Projects of \$1,028,755.

Mr. Pearson reported revenues in Intergovernmental at 74.76%, License and Fees at 88.50%, Public Charges for Services at 56.11% and Other Revenues at 67.42% of budget. Overall, Revenues were at 72.69% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 53.66%, Contracted Services at 50.16%, Municipal Services and Deposits at 57.94%, Materials and Supplies at 33.86% and Capital Outlay at 96.85% of budget. Overall, Expenses were at 51.88% of budget.

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

**6. Building Renovation Project**

**a. Building Project Update**

Ms. Sparapani reported the renovation is pretty much done. VJS is following up on some punch list items.

Ms. Sparapani reported the one year warranty began August 1st.

Ms. Sparapani reported the final inspections will take place at the end of the week.

After a brief discussion, a motion was made by Mr. Hohenfeldt and seconded by Mr. Schaewe to approve the building renovation update as submitted. The motion passed unanimously.

**b. Financial Update**

Ms. Sparapani reported update to Wauwatosa note in Operational Update.

**7. Adjournment**

There being no further business, a motion was made by Mr. Schaewe and seconded by Mr. Hohenfeldt to adjourn the meeting of August 16, 2016 at 1:55pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber  
Operations Manager