

Milwaukee Area Domestic Animal Control Commission

(MADACC)

3839 W Burnham St

West Milwaukee, WI 53215

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OPERATIONS COMMITTEE MINUTES

Meeting of September 20, 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
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
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

After a brief discussion, a motion was made by Mr. Hohenfeldt and seconded by Ms. Grill to approve the minutes of the meeting held on August 16, 2016. The motion passed unanimously.

4. Executive Director's Report

a. Statistical Update – August 2016

Ms. Sparapani reported Admissions down almost 9% for the month of August.

Ms. Sparapani reported Adoptions down 2% and Euthanasia down 1% for the month of August with Return to Owner up 4%.

Ms. Sparapani reported Adoptions up 4% and Euthanasia down 3% for the year.

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

b. Operational Update

Ms. Sparapani reported Doors Open Milwaukee was a success with over 100 individuals given a tour of the recent renovations at MADACC. Ms. Sparapani noted Ms. Shillinglaw did all the coordinating for the event and both Ms. Shillinglaw and Ms. Sparapani were tour guides for the event.

Ms. Sparapani reported working on a grant with the ASPCA.

Ms. Sparapani reported the new crematory will be delivered on November 3rd.

Ms. Sparapani reported MPD training will take place on Monday and next year includes plans to add MADACC to MPD cadet training.

c. Wauwatosa Promissory Note

Mr. Summerfield reported MADACC is still working with Milwaukee County regarding long term funding, but it does not look like anything would be addressed in 2016. Mr. Summerfield noted Wauwatosa will need to decide whether to extend the deadline for the short term loan or look at providing long term financing if Milwaukee County does not work out.

d. Supervisor's Report

Ms. Shillinglaw reported MADACC volunteers will be at the upcoming Fromm Petfest, providing microchips.

Ms. Proeber reported Member Billings have been sent out for the fourth quarter.

e. Friends of MADACC Update

Ms. Sparapani reported on an upcoming shot clinic on October 1st at the Washington Park Ecology Center.

5. Treasurer's Report

a. Financial Statements – August 2016

Mr. Pearson reported revenues in Intergovernmental at 74.76%, License and Fees at 93.53%, Public Charges for Services at 66.57% and Other Revenues at 84.56% of budget. Overall, Revenues were at 75.04% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 61.49%, Contracted Services at 60.16%, Municipal Services and Deposits at 70.68%, Materials and Supplies at 42.46% and Capital Outlay at 99.18% of budget. Overall, Expenses were at 60.26% of budget.

Mr. Pearson noted if trends continue, MADACC will see a surplus for 2016.

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

b. Draft Budget Presentation

Mr. Pearson reported on the 2017 MADACC Budget Highlights.

- Small surplus of \$4,337 budgeted for the General Fund
- Budget reflects a .8% increase in billings to members
- A 1% merit increase for staff has been budgeted
- Contracted Services increased due to anticipated increases in PILOT billing and Maintenance Agreements
- Materials and Supplies decreased due to lower Animal Supplies and Office Supplies costs
- One van will be purchased in 2017
- \$50,000 will be billed to members for the Capital Projects Fund
- Debt Service reflects all transfers from General Fund and Capital Projects

Mr. Pearson reported the overall summary reflects a General Fund surplus of \$4,337, Capital Projects Fund netting \$0, Debt Service revenues up slightly to \$231,214 and Special Revenues with a \$2,000 surplus.

Mr. Pearson reported General Fund revenues at \$2,786,537. Adoptions Fees have been budgeted with a 72% increase over 2016. Donations also reflect an increase of 7%.

Mr. Pearson reported General Fund expenses at \$2,782,200. Health Insurance reflects a 3% increase.

Mr. Pearson discussed options for fund balances to minimize the debt for the renovation. Mr. Pearson noted a \$400,000 transfer from the General Fund would leave a balance of just under \$300,000 in the General Fund. Mr. Pearson noted transferring \$170,000 from the Capital Fund would leave around a \$164,000 balance.

Mr. Pearson reported the billings to members are shown on pages 23 to 26. Mr. Pearson noted the Debt Service Schedule uses current market rates and will be adjusted once financing is secured.

After a brief discussion, a motion was made by Mr. Hohenfeldt and seconded by Mr. Schaewe to recommend the 2017 budget as presented and present to the full board for approval with appropriate modifications based on required adjustments for Debt Service. The motion passed unanimously.

6. Building Renovation Project

a. Building Project Update

Ms. Sparapani reported the renovation is complete.

Ms. Sparapani reported on issues with the flooring, the HVAC system in the front office and on flooding in the back parking lot. VJS is working to address the remaining concerns.

Ms. Sparapani reported working with VJS to address the above issues.

b. Financial Update

Mr. Summerfield reported on still working with the county to get funding, although, it does not look like anything will happen in 2016.

Mr. Summerfield discussed Wauwatosa either extending the short term loan or potentially issuing the debt through Wauwatosa.

7. Adjournment

There being no further business, a motion was made by Mr. Swartz and seconded by Mr. Pearson to adjourn the meeting of September 20, 2016 at 1:48pm. The motion passed unanimously.

Respectfully submitted,

Laura Proeber
Operations Manager