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 November 15, 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. Eric Pearson, City of Milwaukee

Mr. Derik Summerfield, City of Wauwatosa

Mr. Chris Swartz, Village of Shorewood

Mrs. Rebecca Grill, City of West Allis

Mr. John Hohenfeldt, City of Cudahy

**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

 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.

1. **Public Comment**

None.

1. **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 October 18, 2016. The motion passed unanimously.

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1. **Executive Director’s Report**

**a. Statistical Update – October 2016**

Ms. Sparapani reported Admissions down 20% for the month of October.

Ms. Sparapani reported Adoptions up 4%, Euthanasia even, Reclaims up 2% and Transfers up 4% for the month of October.

Ms. Sparapani noted Owner Request Euthanasia is down due to the lack of crematory. Clients have been referred to WHS for services.

Ms. Sparapani reported Admissions down 9%, Adoptions up 3% and Euthanasia down 4% for the year.

Ms. Sparapani reported WHS pulled 121 animals, Shelter From the Storm pulled 14 animals and Washington County Humane Society pulled 14 animals in October.

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

**b. Operational Update**

Ms. Sparapani reported on receiving a $65,000 grant from the ASPCA for the Shelter Outcomes Manager position. The new position will carry over into 2018 with revenues from adoptions covering all expenses.

Ms. Sparapani reported the new crematory is in and ready for use.

Ms. Sparapani reported the Pabst fundraiser starts tomorrow. Real Life Milwaukee will be broadcasting live from MADACC all morning. Pabst will donate all proceeds raised from the auction of their old theater seating.

**c. Supervisor's Report**

Dr. Gutting had nothing to report.

Ms. Shillinglaw reported Zappos will be sponsoring adoption fees next week at MADACC.

Ms. Proeber reported on the crematory install and preparations for the audit.

**d. Friends of MADACC Update**

Ms. Sparapani reported FOM is meeting tomorrow to discuss what is planned for 2017.

Ms. Sparapani reported FOM issued a holiday appeal letter to donors and hopes to raise funds for events next year.

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1. **Treasurer’s Report**
	1. **Financial Statements – October 2016**

Mr. Pearson reported the General Fund Revenues at $2,689,183 and Expenses at $2,160,820, with an excess of revenues over expenditures for the year of $528,363. With a beginning General Fund balance of $652,671, the ending General Fund balance in October was $1,181,034.

Mr. Pearson reported revenues in Intergovernmental at 100.00%, License and Fees at 100.76%, Public Charges for Services at 84.94% and Other Revenues at 108.56% of budget. Overall, Revenues were at 98.31% of budget.

Mr. Pearson reported expenses in Personnel Services Costs at 80.04%, Contracted Services at 76.75%, Municipal Services and Deposits at 97.35%, Materials and Supplies at 65.67% and Capital Outlay at 100.35% of budget. Overall, Expenses were at 79% of budget.

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

1. **Building Renovation Project**
	1. **Building Project Update**

Ms. Sparapani reported some lights were not changed out to LED lighting and water barriers need to be installed in some of the kennels.

* 1. **Floor Change Order**

Ms. Sparapani reported issues with the new flooring installed at MADACC. The light colored flooring is difficult to keep clean and some areas are already stained. Ms. Sparapani discussed options regarding re-doing the flooring in the main hallways. With a cost of $13,000 less discounts from the flooring contractor and VJS, MADACC’s cost would be $7,000 to recoat the hallways.

After a brief discussion, a motion was made by Mr. Hohenfeldt and seconded by Mr. Pearson to approve the $7,000 change order request, with monies allocated in the contingency fund, as submitted. The motion passed unanimously.

* 1. **Wauwatosa Building Finance Package**

Mr. Summerfield presented a draft Debt Service schedule. Mr. Summerfield noted the initial authorizing of the note has been approved but not finalized.

Mr. Summerfield went into details regarding the funding with $1.9 million covered by a 15 year bond and $570,000 covered by a direct loan. Overall, the net interest is roughly around 2.58% for the bond and 2.00% for a 5 year direct loan. With current interest rates on the rise the direct loan could go up to 2.25%.

Mr. Summerfield noted the average annual payment would be $198,413.94, below previous billings to members for Debt Service.

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1. **Security Camera Addition**

Ms. Sparapani presented a contract for additional security cameras to be added to MADACC. The project was approved in the 2017 budget with an estimated cost of $30,000. Actual costs came in around $12,000.

A motion was made by Mr. Hohenfeldt and seconded by Mr. Pearson to approve the signing of the security camera contract in 2016, with work to be done and billed in 2017.

1. **Adjournment**

There being no further business, a motion was made by Mr. Hohenfeldt and seconded by Mr. Pearson to adjourn the meeting of November 15, 2016 at 1:38. The motion passed unanimously.

Respectfully submitted,

Laura Proeber

Operations Manager