

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, October 20, 2011

1:31 p.m.

SEWRPC Office Building  
Commissioners' Conference Room  
W239 N1812 Rockwood Drive  
Waukesha, Wisconsin 53187-1607

Present:

Excused:

Committee Members:

Adelene Greene, Chair  
Gilbert B. Bakke  
Thomas H. Buestrin  
William R. Drew  
James Dwyer, Vice-Chairman  
Nancy Russell  
Daniel S. Schmidt  
David L. Stroik  
John F. Weishan, Jr.  
Gustav W. Wirth, Jr.

Staff:

Kenneth R. Yunker	Executive Director
Elizabeth A. Larsen	Business Manager
Debra A. D'Amico	Executive Secretary

#### ROLL CALL

Chair Greene called the meeting to order at 1:31 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted for the record that all Committee members were present.

#### APPROVAL OF MINUTES OF SEPTEMBER 29, 2011, MEETING

Chair Greene asked if there were any changes or additions to the September 29, 2011, meeting minutes.

On a motion by Mr. Dwyer, seconded by Mr. Drew, and carried unanimously, the minutes of the Administrative Committee meeting held on September 29, 2011, were approved as published.

### **APPROVAL OF DISBURSEMENTS**

Chair Greene asked Ms. Larsen to review with the Committee the recent disbursements.

#### **2011 Reporting Period No. 20**

Ms. Larsen distributed copies of the Check Register for the 20th financial reporting period of 2011, September 12, to September 25, 2011.

In response to an inquiry by Ms. Russell, relative to a payment on page 3 to Milwaukee Times Weekly News, Ms. Larsen explained that this payment was for placement of a public notice announcing an Environmental Justice Task Force Meeting.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 20th reporting period of 2011 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 20th reporting period of 2011 (copy attached to Official Minutes).

#### **2011 Reporting Period No. 21**

Ms. Larsen distributed copies of the Check Register for the 21st financial reporting period of 2011, September 26, to October 9, 2011.

In response to an inquiry by Ms. Russell, relative to a payment on page 4 to Total Mechanical, Inc., Ms. Larsen stated that this payment consisted of two invoices. One was the quarterly maintenance payment for the heating, ventilation, and air conditioning (HVAC) system, and the second invoice was a service call to repair the section of the HVAC unit that controls the heating and cooling in the computer server room.

In response to an inquiry by Ms. Russell, relative to a payment on page 4 to We Energies, Ms. Larsen stated that this payment was the monthly gas and electric bill for the Commission office. Mr. Yunker explained that the Commission office building has two HVAC units. The HVAC unit on the original building uses electricity for heating. The HVAC unit on the addition uses natural gas for heating. He then indicated that staff is initiating a review of replacement of the HVAC unit serving the original portion of the building, as it is nearing the end of its service life. He stated that the conversion from electric to gas heating will be assessed when replacing the old unit.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 21st reporting period of 2011 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 21st reporting period of 2011 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 9, 2011**

Copies of the Statement of Projected Revenues and Expenditures for the period ending October 9, 2011, were distributed for Committee review. Chair Greene asked Ms. Larsen to review with the Committee the financial status of the Commission accounts as of the end of that period.

In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered represented about 80 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries remain unchanged from the report presented at the September meeting.
2. The Service Agreement Revenues remain unchanged from the report presented at the September meeting.
3. The liability and reserve accounts reported on the Statement reflect the findings of the 2010 financial audit.
4. The Commission had on hand as of October 9, 2011, approximately \$3.72 million. This includes about \$59,000 of unearned revenue provided to the Commission in advance of expenditures. The funds on hand are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 0.11 percent interest and four money market accounts at various local banks.
5. The current projected surplus as of October 9, 2011, is estimated at \$248,000. However, as noted in the Statement, the surplus does not account for budgeted expenditures not yet incurred in 2011. These include anticipated expenditures for the replacement of aging equipment. With these expenditures, the estimated year-end surplus would be approximately \$100,000.

In response to an inquiry by Mr. Bakke, Ms. Larsen stated that she will attempt to work with Town Bank to negotiate a better interest rate on a money market account.

There being no further inquiries or discussion, on a motion by Mr. Schmidt, seconded by Mr. Dwyer, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 9, 2011, was accepted to be placed on file (copy attached to Official Minutes).

**DISCUSSION ON AND CONSIDERATION OF ACTION ON COMMISSION STAFF GRIEVANCE PROCEDURE AS AN AMENDMENT TO THE PERSONNEL REGULATIONS**

Mr. Yunker initiated discussion on the establishment of a grievance procedure as required by Wisconsin Act 10. He presented a draft of the grievance procedure which has been reviewed by the Commission's legal counsel. Mr. Yunker stated that upon Committee approval, the grievance procedure will be added as an appendix to the Commission's Personnel Regulations. Ms. Russell suggested that the number of days to file a grievance, investigate a grievance in Step 1, request a review by an impartial hearing officer in

Step 2, and appeal a grievance to the Executive Committee in Step 3, should all be the same—fifteen days. Mr. Dwyer inquired about the number of grievances that have been received in the past. Ms. Larsen noted that no grievances have been filed during her tenure with the Commission.

There being no further discussion or comments, Ms. Russell made a motion to approve the proposed grievance procedure for addition to the Commission Personnel Regulations, with the number of days to take action in each step to be increased to 15, subject to approval by the Commission's legal counsel. The motion was seconded by Mr. Stroik, and carried unanimously (copy attached to Official Minutes).

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there was no correspondence, and there were no announcements to be brought to the attention of the Committee.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:03 p.m. on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director

KRY/dad  
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Attachments