

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, November 17, 2011

1:30 p.m.

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

Present:

Excused:

Committee Members:

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

Adelene Greene, Chair

Staff:

Kenneth R. Yunker  
Elizabeth A. Larsen  
Debra A. D'Amico

Executive Director  
Business Manager  
Executive Secretary

#### ROLL CALL

Vice-Chairman Dwyer called the meeting to order at 1:30 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted for the record that Ms. Greene had asked to be excused.

#### APPROVAL OF MINUTES OF OCTOBER 20, 2011, MEETING

Vice-Chairman Dwyer asked if there were any changes or additions to the October 20, 2011, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Drew, and carried unanimously, the minutes of the Administrative Committee meeting held on October 20, 2011, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

Vice-Chairman Dwyer asked Ms. Larsen to review with the Committee the recent disbursements.

### **2011 Reporting Period No. 22**

Ms. Larsen distributed copies of the Check Register for the 22nd financial reporting period of 2011, October 10 to October 23, 2011.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 22nd reporting period of 2011 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 22nd reporting period of 2011 (copy attached to Official Minutes).

### **2011 Reporting Period No. 23**

Ms. Larsen distributed copies of the Check Register for the 23rd financial reporting period of 2011, October 24 to November 6, 2011.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Dakota Intertek Corporation, Ms. Larsen stated that this payment was to a consulting firm that assists Commission staff with the Milwaukee County Surveyor Program in the installation of survey monuments within Milwaukee County.

In response to an inquiry by Ms. Russell, relative to a payment on page 4 to Spring Bank, Ms. Larsen stated that the amount was a transfer of funds to open a money market account with Spring Bank located in Brookfield, Wisconsin.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Bakke, and carried unanimously, the Commission disbursements for the 23rd reporting period of 2011 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 23rd reporting period of 2011 (copy attached to Official Minutes).

## **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING NOVEMBER 6, 2011**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 23 ending November 6, 2011, were distributed for Committee review. Vice-Chairman Dwyer 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 85 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 October meeting.
2. The Service Agreement Revenues remain unchanged from the report presented at the October 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 November 6, 2011, approximately \$3.54 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 0.14 percent interest, and four money market accounts at various local banks.
5. The current projected surplus as of November 6, 2011, is estimated at \$229,000. 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.

There being no inquiries or discussion, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending November 6, 2011, was accepted to be placed on file (copy attached to Official Minutes).

#### **REPORT ON ENROLLMENT IN 2012 GROUP MEDICAL INSURANCE PROGRAM**

Vice-Chairman Dwyer asked Mr. Yunker to review with the Committee the enrollment in the group medical insurance program for the calendar year 2012.

Mr. Yunker reported that the Commission obtains medical insurance for staff through the State of Wisconsin, Department of Employee Trust Funds (WDETf) Group Health Insurance Program, and that the Commission employees had completed their choice of health insurance coverage for calendar year 2012. A table summarizing the results of Commission staff's health insurance decisions was distributed for review (copy attached to Official Minutes).

In reviewing this matter with the Committee, Mr. Yunker noted that 57 Commission employees participate in the WDETf insurance program, with eight employees declining coverage. Once again, most Commission employees have selected United Healthcare as their HMO of choice in 2012, with that plan having the lowest costs of those plans having a substantial presence of providers in the Waukesha-Milwaukee area. In addition, five employees opted for coverage with other WDETf providers. Overall, the total cost to the Commission of medical insurance should approximate \$777,400 for the year, \$65,000 less than the 2012 adopted budget.

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there was no correspondence. He noted that Commission staff is continuing to investigate the replacement of the roof and the heating, ventilation, and air conditioning (HVAC) system for the Commission office building. He stated that one estimate had been obtained for the roof. The contractor providing the estimate indicated that the roof over the original portion of the building (constructed in 1987) is in good shape for its age; however, it does have a limited remaining life span of approximately one to three years. The roof over the newer portion of the building (constructed in 1994) was also in good condition and was estimated to have a remaining life of five to seven years. Mr. Yunker stated that consideration will need to be given to whether it would be more cost effective and efficient to replace the roof on the original building and the addition at the same time, or to replace each roof separately as needed. He stated that Commission staff will provide a report to the Committee once

additional replacement estimates have been obtained. Chairman Stroik stated he will have his firm review the cost estimate obtained to determine if it is reasonable. Mr. Yunker stated that the roofing contractor recommended some modest immediate roof maintenance and that this work would be completed. Mr. Yunker stated that the Commission staff is also reviewing the replacement of the HVAC system for the original portion of the building. He noted that the HVAC system is 24 years old, and the contractor that works on the Commission HVAC system has indicated that it is nearing the end of its service life. He stated that Commission staff has obtained from the HVAC contractor an estimated cost of replacement, including conversion of the basic system heating from electricity to natural gas. Mr. Yunker stated that the staff is attempting to assess the return on investment of the conversion. Mr. Stroik stated that his firm will review the estimate prepared by the Commission HVAC contractor for this work. Mr. Wirth questioned whether an upgrade or replacement of the HVAC unit on the building roof should be completed prior to the roof replacement. Vice-Chairman Dwyer stated that Commission staff could contact Mr. Mark Keckeisen, Manager, Waukesha County Facility Management Division who would be able to offer guidance in replacing the roof and HVAC system.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:44 p.m. on a motion by Mr. Drew, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director

KRY/dad  
00159886.DOC

Attachments