

**MINUTES**  
**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**  
**ADMINISTRATIVE COMMITTEE**

Thursday, March 22, 2012

1:30 p.m.

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

Present:

Excused:

Committee Members:

Adelene Greene, Chair  
James Dwyer, Vice-Chairman  
Nancy L. Russell  
Daniel S. Schmidt  
David L. Stroik  
John F. Weishan, Jr.  
Gustav W. Wirth, Jr.

Gilbert B. Bakke  
Thomas H. Buestrin  
William R. Drew

Staff:

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

Executive Director  
Business Manager  
Executive Secretary

**ROLL CALL**

Chair Greene 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 Mr. Bakke, Buestrin, and Mr. Drew had asked to be excused.

**APPROVAL OF MINUTES OF FEBRUARY 16, 2012, MEETING**

Chair Greene asked if there were any changes or additions to the February 16, 2012, meeting minutes.

On a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on February 16, 2012, were approved as published.

(Administrative Committee)  
March 22, 2012

## **APPROVAL OF DISBURSEMENTS**

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

### **2012 Reporting Period No. 4**

Ms. Larsen distributed copies of the Check Register for the 4th financial reporting period of 2012, January 30 to February 12, 2012.

In response to an inquiry by Ms. Russell relative to a payment on page 1 to ExxonMobil Card Services, Ms. Larsen confirmed that the amount was for gasoline purchased for the Commission fleet vehicles for one month.

Ms. Russell then inquired about payments on page 3 to Spring Bank and Town Bank. Ms. Larsen stated that funds were transferred from the Commission's Local Government State Investment Pool account to the Commission's money market accounts at each of these banks.

In response to an inquiry by Ms. Russell relative to a payment on page 4 to We Energies, Ms. Larsen confirmed that this amount was the Commission's gas and electric bill for one month.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 4th reporting period of 2012 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 4<sup>th</sup> reporting period of 2012 (copy attached to Official Minutes).

### **2012 Reporting Period No. 5**

Ms. Larsen distributed copies of the Check Register for the 5th financial reporting period of 2012, February 13 to February 26, 2012.

In response to an inquiry by Ms. Russell relative to a payment on page 1 to Cardmember Services, Ms. Larsen stated that this was payment for the annual membership dues and publications of the American Society of Civil Engineers (ASCE).

In response to an inquiry by Ms. Russell relative to a payment also on page 1 to ESRI, Inc., Ms. Larsen stated that this payment was for the annual software maintenance and license agreement for the Arc Info computer mapping software that is used by the Geographic Information Systems Division.

Mr. Dwyer then suggested that Commission staff compile a listing of the annual software maintenance and licensing fees, and other annual equipment maintenance fees paid by the Commission for Committee review. Mr. Yunker noted that these expenses are summarized in the annual budget report and the indirect cost allocation plan in the annual overall work program and will be reviewed with the year 2013 budget.

In response to an inquiry by Ms. Russell relative to a payment on page 4 to Xpedx, Ms. Larsen stated that this was payment for paper purchased for Commission publications.

There being no further questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 5th reporting period of 2012 were approved.

(Administrative Committee)

March 22, 2012

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 5th reporting period of 2012 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING FEBRUARY 26, 2012**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 5 ending February 26, 2012, 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 20 percent of the new calendar year. She then called attention to the following items:

1. The Federal and State revenue entries on the Statement largely remain unchanged from the budgeted amounts set forth in the Commission's 2012 Overall Work Program approved late in 2011.
2. The Service Agreement Revenues have been adjusted to reflect a revised project schedule resulting in a decrease of approximately \$274,800. This decrease is reflected in both the Water Quality Planning Program and Floodland Management Planning Program. The staff work and attendant revenues have been moved to calendar year 2013.
3. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of about \$200,000. The surplus may be expected to decline throughout the year.
4. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2010 financial audit. These accounts will be adjusted upon completion of the audit for 2011.
5. The Commission had on hand as of February 27, 2012, approximately \$3.9 million. This includes about \$36,000 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 various money market accounts.

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 February 27, 2012, was accepted to be placed on file (copy attached to Official Minutes).

### **CONSIDERATION OF BUILDING REPAIR AND REHABILITATION NEEDS**

Chair Greene asked Ms. Larsen to review with the Committee the status of the Commission's building repair and rehabilitation needs.

Ms. Larsen stated that staff is ready to obtain cost proposals for the roof replacement. Staff has prepared a request for proposal, with attendant prevailing wage information, which will be mailed to the three contractors that initially provided a roofing replacement assessment and estimate. She then stated that staff is working with Harwood Engineering and Total Mechanical to refine the cost proposal for the heating, ventilating, and air conditioning (HVAC) system. Harwood Engineering has recommended that

(Administrative Committee)

March 22, 2012

the in-house mechanical work for the HVAC system be completed by Total Mechanical, given their knowledge of the HVAC system and their cost estimate is reasonable. Harwood Engineering is recommending that the Commission request bids for the replacement of the rooftop HVAC unit. She noted that Commission staff has requested Harwood Engineering to prepare a specification for the replacement of the rooftop unit, which will be sent to HVAC contractors for cost estimates. A discussion ensued concerning the coordination of the roof and HVAC replacements. Ms. Larsen stated that the request for proposals for the roof replacement does require that the roofing contractor work with the HVAC contractor to coordinate the roof replacement and the replacement of the rooftop HVAC unit.

Ms. Larsen then stated that the locksmith is currently working on the installation of the keyless entry system. She noted that Commission staff also contacted the Pewaukee Fire Department for their requirements with regard to the installation of a “knox” box. They requested a specific type of “knox” box and that it be installed near the front door of the Commission building.

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there was no correspondence.

Mr. Yunker stated that the Commission staff has begun to work on the 2013 budget and noted that again in calendar year 2013 it is expected that there will be no increase in the local tax levy request.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 1:53 p.m. on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director

KRY/dad  
AdminMar12Min (202664)

Attachments