

MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
ADMINISTRATIVE COMMITTEE

Thursday, April 19, 2012

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 L. 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 Chair Greene had asked to be excused.

APPROVAL OF MINUTES OF MARCH 22, 2012, MEETING

Vice-Chairman Dwyer asked if there were any changes or additions to the March 22, 2012, meeting minutes.

(Administrative Committee)

April 19, 2012

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on March 22, 2012, were approved as published.

APPROVAL OF DISBURSEMENTS

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

2012 Reporting Period No. 6

Ms. Larsen distributed copies of the Check Register for the 6th financial reporting period of 2012, February 27 to March 11, 2012.

In response to an inquiry by Ms. Russell relative to a payment on page 1 to Brown & Jones Reporting, Inc., Ms. Larsen stated that this payment was for court reporting transcript services for the Lake Parkway extension study public hearing.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 6th reporting period of 2012 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 6th reporting period of 2012 (copy attached to Official Minutes).

2012 Reporting Period No. 7

Ms. Larsen distributed copies of the Check Register for the 7th financial reporting period of 2012, March 12 to March 25, 2012.

In response to an inquiry by Ms. Russell relative to a payment on page 3 to Olim, LLC, Ms. Larsen stated that this payment was for the firewall software license renewal for the Commission's computer network. Mr. Wirth stated that the amount paid for the firewall software renewal appeared excessive. Mr. Yunker stated that staff will review this payment and report to the Committee.

[Secretary's Note:

The payment made to Olim, LLC, included the purchase of a 2220 Appliance hardware device that is used in conjunction with the firewall software to filter spam e-mails and anti-malware and the renewal of the firewall software. The cost to purchase the hardware device was \$4,823, while the cost to renew the firewall software was \$935. The purchase of the 2200 Appliance replaces a similar device that was purchased in 2007.]

In response to an inquiry by Ms. Russell relative to a payment on page 5 to John Washburn, Ms. Larsen stated that Mr. Washburn, a Commission employee, had been reimbursed for a payment he made with his personal credit card for the repair of the Commission's demolition hammer which is used during the monument setting procedure as part of the Commission's County Surveyor services program.

In response to an inquiry by Mr. Bakke relative to the recurring account description of Dependent Care Reimbursement, Ms. Larsen stated that this account is for those employees who wish to set aside pre-tax dollars for childcare expenses. In accordance with the Internal Revenue Service regulations, employees may have a pre-tax payroll deduction of up to \$5,000 annually deducted out of their paychecks. Upon

(Administrative Committee)
April 19, 2012

submitting signed paperwork and receipts, the employee will then receive a portion of the monies they had set aside under this account as an accounts payable check. The Commission reimburses the monies that employees have set aside for this purpose on a monthly basis.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 7th reporting period of 2012 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 7th reporting period of 2012 (copy attached to Official Minutes).

2012 Reporting Period No. 8

Ms. Larsen distributed copies of the Check Register for the 8th financial reporting period of 2012, March 26 to April 8, 2012.

In response to an inquiry by Ms. Russell relative to payments on pages 2 and 3 to Mayfair Rent a Car, Ms. Larsen stated that the Commission has rented two vehicles for the external vehicle survey portion of the travel study that is currently being conducted. Mr. Yunker added that Commission staff is near the completion of the external vehicle travel survey.

There being no further questions or comments, on a motion by Mr. Bakke, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 8th reporting period of 2012 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 8th reporting period of 2012 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING APRIL 8, 2012

Copies of the Statement of Projected Revenues and Expenditures for reporting period 8 ending April 8, 2012, 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 25 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 remain unchanged from the report presented at the March meeting.
3. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of about \$700,000. The surplus may be expected to decline throughout the year with the payment of items such as the insurance premium, payment to the City of Pewaukee for the payment in lieu of taxes, replacement of equipment, and the contractor for the Milwaukee County Surveyor program.

(Administrative Committee)

April 19, 2012

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 April 8, 2012, approximately \$5.37 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 0.15 percent interest, and various money market accounts.

There being no inquiries or discussion, on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending April 8, 2012, was accepted to be placed on file (copy attached to Official Minutes).

UPDATE ON BUILDING REPAIR AND REHABILITATION NEEDS

Vice-Chairman Dwyer asked Ms. Larsen to review with the Committee the status of the Commission's building repair and rehabilitation needs.

Ms. Larsen stated that the request for proposals for the roof replacement had been mailed to the three contractors that initially provided a roofing replacement assessment and estimate at the beginning of April. The contractors were given until April 20th to provide a proposal. To date no proposals have been received.

Ms. Larsen then stated that Commission staff is working with Harwood Engineering to refine the scope of work for the replacement of the heating, ventilation, and air conditioning (HVAC) system for the older portion of the Commission building. Commission staff has requested that Harwood prepare a specification and bid document for this replacement work, which will include replacement of the rooftop unit. She noted that Commission staff anticipates that the specification and bid document will be transmitted to potential HVAC contractors in early May.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there was no correspondence to be brought to the attention of the Committee, and made announcements concerning ongoing Commission business.

Mr. Yunker stated that at the May meeting the proposed Commission year 2013 budget will be discussed and considered by the Committee for recommendation for approval by the Commission at the Annual Commission Meeting on June 20, 2012. He then distributed two tables; one showing the change in equalized value from 2010 to 2011 by County within the Southeastern Region, and the other showing the change in SEWRPC regional tax levy by County under a possible 2013 SEWRPC budget which would propose no change in the total regional tax levy in 2013. He noted that if the total regional tax levy would not change in 2013, this would be the seventh consecutive year that the Commission would be proposing no increase in the regional tax levy for SEWRPC. After some discussion of concerns with respect to the ability to maintain Commission services under a flat tax levy budget, it was agreed that a flat tax levy budget should be considered for calendar year 2013.

(Administrative Committee)
April 19, 2012

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:18 p.m. on a motion by Mr. Stroik, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/dad
AdminApr12Min (#203453)

Attachments