

MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
ADMINISTRATIVE COMMITTEE

Thursday, October 18, 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
Thomas H. Buestrin
Nancy L. Russell
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

Adelene Greene, Chair
Gilbert B. Bakke
William R. Drew

Staff:

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

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Vice-Chair 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, Mr. Bakke, and Mr. Drew had asked to be excused.

APPROVAL OF MINUTES OF AUGUST 16, 2012, MEETING

Vice-Chair Dwyer asked if there were any changes or additions to the August 16, 2012, meeting minutes.

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

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APPROVAL OF DISBURSEMENTS

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

2012 Reporting Period No. 17

Ms. Larsen distributed copies of the Check Register for the 17th financial reporting period of 2012, July 30 to August 12, 2012.

There being no questions or comments, on a motion by Ms. Russell, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 17th reporting period of 2012 were approved.

Vice-Chair Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 17th reporting period of 2012 (copy attached to Official Minutes).

2012 Reporting Period No. 18

Ms. Larsen distributed copies of the Check Register for the 18th financial reporting period of 2012, August 13 to August 26, 2012.

In response to an inquiry by Ms. Russell relative to a payment on page 4 to Terminal-Andrae, Inc., Ms. Larsen stated that this payment was for the replacement of ballasts and light bulbs in the outdoor light fixtures located in the Commission's parking lot.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 18th reporting period of 2012 were approved.

Vice-Chair Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 18th reporting period of 2012 (copy attached to Official Minutes).

2012 Reporting Period No. 19

Ms. Larsen distributed copies of the Check Register for the 19th financial reporting period of 2012, August 27 to September 9, 2012.

In response to an inquiry by Ms. Russell relative to a payment on page 2 to Dakota Intertek Corp., 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 a second inquiry by Ms. Russell relative to a payment on page 3 to Metal Supermarkets, Ms. Larsen stated that this payment was for the purchase of tubing rings that are placed over monument caps located in roadways. The rings are placed over the monument caps prior to the final paving. These rings allow for easier access to the monument once the road has been paved and also protect the monument cap from being destroyed during plowing.

In response to Ms. Russell's inquiry relative to a payment on page 4 to Tetra Tech, Inc., Ms. Larsen stated that Tetra Tech, Inc., is a consultant working with Commission staff on a water quality modeling analysis that will address the potential effects of climate change on water quality conditions in the greater Milwaukee watersheds. The Commission received a grant from the National Oceanic and Atmospheric Administration for the conduct of this study.

In response to Ms. Russell's inquiry concerning a payment on page 5 to the University of Wisconsin Madison, Applied Population Laboratory, Ms. Larsen stated that this payment is for the preparation of

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birth, death, and migration rates in the Southeastern Wisconsin Region. This information is needed for the preparation of population projections for the 2050 Regional Land Use Plan Update.

Ms. Russell then inquired about a payment on page 4 to the University of Wisconsin-Milwaukee (UWM). Ms. Larsen stated that this payment to UWM is for a socio-economic impact analysis conducted for the regional housing plan. She then noted that the Environmental Justice Task Force had recommended that the Commission retain consultants to review the impacts that regional plans may have on minority and low income populations.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 19th reporting period of 2012 were approved.

Vice-Chair Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 19th reporting period of 2012 (copy attached to Official Minutes).

2012 Reporting Period No. 20

Ms. Larsen distributed copies of the Check Register for the 20th financial reporting period of 2012, September 10 to September 23, 2012.

In response to an inquiry by Ms. Russell relative to a payment on page 4 to Total Mechanical, Inc., Ms. Larsen noted that Total Mechanical is the contractor for the Commission's heating/ventilation/air conditioning (HVAC) system and had repaired an area within the building that was not cooling properly.

Ms. Russell then inquired about the payment on page 4 to Wolter Power Systems, Ms. Larsen stated that this payment was for service on the Commission's emergency standby generator.

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 20th reporting period of 2012 were approved.

Vice-Chair Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 20th reporting period of 2012 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 7, 2012

Copies of the Statement of Projected Revenues and Expenditures for reporting period 21 ending October 7, 2012, were distributed for Committee review. Vice-Chair 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 75 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries on the Statement remain unchanged from the report presented at the July meeting.
2. The service agreement revenues have had an overall decrease of \$324,000. Revenues in each of the planning programs; land use, water quality, floodland management, economic development, and community assistance have been reallocated to 2013 as the work projects that are associated with these revenues are expected to be completed in 2013 rather than in 2012. In addition, the

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transportation planning program has decreased by \$50,000, which is an adjustment to reflect work to be completed by year end.

3. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of about \$382,000. The surplus may be expected to decline to about \$200,000 throughout the year with the payment of items such as the payment to the City of Pewaukee for the payment in lieu of taxes, and replacement of office equipment, and building maintenance.
4. The liability, operating, and reserve accounts have been adjusted to reflect the findings of the 2011 financial audit.
5. The Commission had on hand as of October 7, 2012, approximately \$4.5 million. This includes about \$32,000 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 0.17 percent interest, and various money market accounts.

There being no inquiries or discussion, on a motion by Mr. Buestrin, seconded by Ms. Russell, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 7, 2012, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF VEHICLE REPLACEMENT

Ms. Larsen stated that the staff is proposing to replace one Commission vehicle, the 2006 Chevrolet Silverado. The vehicle currently meets all of the criteria for vehicle replacement; the annual maintenance costs exceed the average annual maintenance cost of all Commission vehicles by more than 25 percent, the mileage is in excess of 100,000, and the vehicle is over four years old. She stated the mileage of the Silverado is 127,000.

Ms. Larsen noted that the proposed vehicle for replacement is a work truck that will be specifically used for County Surveyor duties that the Commission performs for Kenosha, Milwaukee, Ozaukee, Waukesha, and Walworth Counties. It is proposed that a vehicle be purchased with similar passenger, cargo, and trailering capacity, specifically a 2013 Chevrolet Silverado. The vehicle will be purchased with a State of Wisconsin municipal discount from Ewald Automotive Group, which holds the State contract for automobile purchases. Ms. Larsen stated that the cost to the Commission will be \$25,930, and noted that the list price of this vehicle is \$39,143.

In response to an inquiry by Mr. Buestrin, Ms. Larsen stated that the Commission will trade in the 2006 Chevrolet Silverado and that the trade-in value will offset the purchase of the new vehicle.

There being no further inquiries and discussion, on a motion by Mr. Buestrin, seconded by Ms. Russell, and carried unanimously, the Committee approved the staff to purchase a 2013 Chevrolet Silverado.

REPORT ON 2013 HEALTH INSURANCE

Vice-Chairman Dwyer asked Ms. Larsen to review with the Committee the group medical insurance rates for the calendar year 2013.

Ms. Larsen stated that the Commission participates in the Wisconsin Public Employees Group Insurance Program. That program is governed by the State of Wisconsin Group Insurance Board and is administered

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by the Wisconsin Department of Employee Trust Funds. She noted that the Commission staff has been informed of the group health insurance rates for calendar year 2013.

Ms. Larsen then recalled that by Committee action on September 29, 2011, the Deductible Health Maintenance Organization (HMO) option for the Group Health Insurance Program was selected. At the same meeting it was also determined that the employee deductible would be reimbursed to the employee through the establishment of a Health Reimbursement Account plan. Ms. Larsen then distributed a table to the Committee members identifying the calendar year 2013 health insurance rates (copy attached to official minutes).

Ms. Larsen noted that the cost of the United Healthcare HMO plan had increased by about 8 percent. She stated that this plan was considered by the State to be one of two qualified health plans available to Commission employees, the other being the WEA Trust PPO, and with only a few exceptions, most Commission employees in 2012 had selected the United Healthcare HMO plan. She noted that there are three other HMO plans offered in the Southeastern Wisconsin Region. Two of these plans, the Anthem Blue Cross/Blue Shield plan with an increase in premium of 3 percent, and Humana HMO, with a premium increase of nearly 5 percent, continue to have rates that cost nearly 25 percent and 38 percent respectively, more than the United Healthcare plan. The Dean HMO plan had an increase of approximately 12 percent. The Dean HMO plan is based in the Madison area and only serves the far western portions of the Region. The State also offers two preferred provider plans, WPS Metro Choice and WEA Trust PPO. The premium cost for the WPS Metro Choice plan is 53 percent more than the United Healthcare HMO, while the premium cost for the WEA Trust PPO is just slightly less than the United Healthcare HMO, with a premium increase of approximately 2.5 percent. The cost of the standard plan has decreased by 3 percent.

The staff, Ms. Larsen continued, is in the process of selecting plans for 2013 with the enrollment period ending November 2, 2012. A full report of the budget impact of the selection process will be ready for the next Administrative Committee meeting. Ms. Larsen noted that the Commission staff will be responsible in 2013 for 20 percent of the premium costs. Moreover, she stated, the State program has a requirement that the Commission pay no more than 88 percent of the average premium cost of the qualified health plans within Waukesha County. Those qualified plans again are the United Healthcare HMO and the WEA Trust PPO. Consequently, if any employee selects the standard plan, the Anthem Blue Cross/Blue Shield HMO plan, the Humana HMO plan, or the WPS Metro Choice plan, that employee will pay more than the 20 percent in premium cost.

INSTALLATION OF ADDITIONAL ELECTRIC TRANSFORMER AND PANEL

Vice-Chairman Dwyer asked Ms. Larsen to report on the installation of the additional electric transformer and panel.

Ms. Larsen reported that Commission staff has received a quote for the installation of an additional transformer and equipment panel. All available circuits in the building have been utilized and, in some cases, lights and outlets have been disconnected to allow for circuits to be used elsewhere. Consequently, as all circuits in the Commission building are in use, additional power cannot be accommodated unless a second transformer is installed. Staff is recommending the installation of a transformer and equipment panel at a cost of approximately \$10,000.

After a short discussion relative to need for this equipment, on a motion by Mr. Stroik, seconded by Ms. Russell, the motion to purchase a transformer and equipment panel, as quoted by the Commission's electrical contractor, Terminal-Andrae, Inc., was carried unanimously.

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CORRESPONDENCE/ANNOUNCEMENTS

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

Mr. Yunker noted that there are a number of building and equipment improvement projects that will need to be undertaken within the next few months. He noted the following capital improvements that should be considered by the Administrative Committee: modifying the reception area to better accommodate a secretary, removing the deteriorated wallpaper in that area and painting the walls, repairing or replacing the office speaker system, upgrading the phone system, re-stripping the parking lot, and tuck-pointing as needed of the Commission building.

Vice-Chair Dwyer stated that he believed these operations and maintenance needs should be considered and addressed by staff, and not require review and approval of the Administrative Committee. Mr. Yunker responded that staff would then move forward with these operations and maintenance needs. Committee members indicated agreement with Vice-Chair Dwyer's recommendation, and Mr. Wirth suggested that when reviewing repair or replacing the office speaker system, consideration be given to providing announcements over the phone system.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:38 p.m. on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/EAL/dad
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Attachments