

MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
ADMINISTRATIVE COMMITTEE

Thursday, March 28, 2013

1:30 p.m.

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

Present:

Excused:

Committee Members:

James Dwyer, Chairman
Adelene Greene, Vice-Chair
Gilbert B. Bakke
Thomas H. Buestrin
Michael A. Crowley
Nancy L. Russell
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

William R. Drew

Staff:

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

Executive Director
Business Manager
Executive Secretary

ROLL CALL

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 Mr. Drew had asked to be excused.

APPROVAL OF MINUTES OF FEBRUARY 14, 2013, MEETING

Chairman Dwyer asked if there were any changes or additions to the February 14, 2013, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on February 14, 2013, were approved as published.

APPROVAL OF DISBURSEMENTS

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

2013 Reporting Period No. 4

Ms. Larsen distributed copies of the Check Register for the 4th financial reporting period of 2013, January 28, to February 10, 2013.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Dell Marketing L.P., Ms. Larsen stated this was the Microsoft Software Assurance payment where the Commission purchases annual Microsoft software upgrades for 90 licenses. The cost of the annual Assurance payment includes licenses for Microsoft Office, the Windows Operating System license for desktop computers and network servers, the e-mail Exchange Server license, the SQL license needed for the accounting software, and the Client Access license which allows for employees to access files and documents from the network servers.

Mr. Wirth suggested that staff look into Microsoft 365, which is a monthly subscription plan where the Microsoft Office Suite is hosted over the internet, also known as the cloud. He stated that the online licensing program is \$15 per computer per month and allows for continuous software updates and daily backups via the cloud. Mr. Yunker stated staff will investigate the Microsoft 365 as an alternative to the Assurance program.

[Secretary's Note:

Microsoft 365 is hosted on the cloud and provides for desktop versions of the Microsoft Office Suite. It allows for remote access of the Microsoft Office Suite Software from any computer or mobile device. Microsoft 365 does not include the Microsoft licenses noted above which are needed for the many non-Microsoft programs that staff utilizes which are enabled using the Windows Operating System. Such programs include modeling software programs used in both the Environmental and Transportation Divisions, GIS Software, SPSS (a statistical analysis software also used in the Environmental and Transportation Divisions), accounting software, AutoCAD and Corel Draw. Microsoft 365 does not include upgrades or backups for licenses currently paid for under the Assurance program other than the Office Suite. The Commission does receive a government rate on the Assurance program.]

Ms. Russell then inquired about another payment on the same page that was made to ESRI, Inc. Ms. Larsen stated that this payment was for the Arc Geographic Information System (GIS) software licensing fee. In response to an inquiry by Mr. Wirth, Mr. Yunker stated that it was his understanding that the Commission and the Counties use the same GIS mapping software.

[Secretary's Note:

The annual payment to ESRI provides GIS software licenses for 48 users on the Commission staff as well as the software license for the regional mapping portion of the Commission's website. ESRI software is the primary GIS software used by all seven counties in the Region. In addition, ESRI software is utilized by the Wisconsin Department of Natural Resources and other State agencies, many local municipalities, and a number of private engineering and consulting firms in the Region.]

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In response to an inquiry by Ms. Russell, relative to a payment on page 3 to the University of Wisconsin-Milwaukee (UWM), Ms. Larsen stated that this payment was the balance due on the socioeconomic impact analysis completed by the UWM staff which was conducted on the Regional Housing Plan.

In response to an inquiry by Mr. Crowley, relative to a payment on page 1 to Central Office Systems, Corporation, Ms. Larsen stated that this payment was for monthly maintenance of the two color copiers in the Print Shop. She explained that the Commission is invoiced on a per-page basis and the invoice amount is determined by the number of both black and white and color copies made during the month. Mr. Yunker noted that printing costs are expected to increase over the next month due to the final printing of the Regional Housing Plan.

There being no further questions or comments, on a motion by Ms. Greene, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 4th reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 4th reporting period of 2013 (copy attached to Official Minutes).

2013 Reporting Period No. 5

Ms. Larsen distributed copies of the Check Register for the 5th financial reporting period of 2013, February 11 to February 24, 2013.

In response to an inquiry by Ms. Russell, relative to three invoices each with the same date, project ID, project description and account number; shown as one payment on page 2 to On Site, Inc., Ms. Larsen stated these are three separate invoices which covered three weeks of services provided by temporary employees. These temporary On Site, Inc. employees are currently encoding the survey data for the public transit portion of the regional travel survey.

Ms. Russell then inquired about a payment on page 3 to Terminal-Andrae, Inc. Ms. Larsen stated this was a partial payment for an additional electrical transformer which was installed due to a lack of available electrical circuits within the building.

In response to an inquiry by Ms. Russell, relative to a payment also on page 3 to Xpedex, Ms. Larsen stated the Commission staff purchases paper from Xpedex which staff uses in all copiers and printers for all Commission reports, publications, and daily work assignments.

There being no further questions or comments, on a motion by Ms. Greene, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 5th reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 5th reporting period of 2013 (copy attached to Official Minutes).

2013 Reporting Period No. 6

Ms. Larsen distributed copies of the Check Register for the 6th financial reporting period of 2013, February 25 to March 10, 2013.

In response to an inquiry by Ms. Russell, relative to a payment on page 4 to WE Energies, Ms. Larsen stated this is the February electric payment for the Commission building. She also stated that since the

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installation of the new heating, ventilating, and air conditioning (HVAC) unit last fall, the electric expenses have decreased.

Chairman Dwyer requested that Ms. Larsen provide to the Committee a listing of the annual expenditures the Commission incurs in information technology costs and other annual business expenses. Ms. Larsen responded that a summary of these expenditures is provided each May as part of proposed annual budget assumptions, and she will provide a supplement to those notes with detailed expenditures.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Bakke, and carried unanimously, the Commission disbursements for the 6th reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 6th reporting period of 2013 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MARCH 10, 2013

Copies of the Statement of Projected Revenues and Expenditures for reporting period 6 ending on March 10, 2013, were distributed for Committee review. 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 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 remain unchanged from the budgeted amounts set forth in the Commission's 2013 Overall Work Program approved in late 2012.
2. The Service Agreement revenue with respect to the Economic Development Planning Program area has decreased approximately \$13,000 due to Ozaukee County now managing the County revolving loan funds and community development block grants.
3. The projection of expenditures through the end of the year indicates a surplus of approximately \$400,000. The surplus is expected to decline throughout the year.
4. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2011 financial audit. These accounts will be adjusted upon completion of the audit for 2012.
5. The Commission had on hand as of March 10, 2013, nearly \$5.28 million. This includes about \$28,700 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. Bakke, and carried unanimously, the Statement of Projected Revenues and Expenditures for March 10, 2013, was accepted to be placed on file (copy attached to Official Minutes).

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CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there was no correspondence. He and Ms. Larsen made the following announcements.

Ms. Larsen stated that the Commission's tenant, ProHealth Care, has signed a two-year lease through March 31, 2015, with an option to renew the lease for an additional two years. She also noted that staff is working with the ProHealth Care maintenance staff and our electrician to provide additional lighting for the parking lot and their entryway.

Mr. Yunker noted the Commission allows employees to participate in a Flexible Saving Account program for medical expenses. At the beginning of the year, employees identify an amount, not to exceed \$2,500, for medical expenses for the calendar year. Under Federal law, 1/26th of this amount is deducted from employees' pay each bi-weekly pay period and the employee is reimbursed by the Commission each pay period for their actual medical expenses which are documented by receipts. The Commission experiences savings from the employees participating in the program because the Commission does not pay social security taxes on the medical expense amounts. The employee experiences savings as they do not pay social security taxes or income taxes on the medical expense amount. He noted it is estimated the Commission has saved about \$6,000 since the program was initiated. Under Federal law, the Commission, like all employers, experiences a loss if employees request reimbursement for the full amount of their estimated medical expenses and leave the Commission before the end of the calendar year. He noted that the Commission experienced its first such loss this year at an estimated amount of \$1,500. A discussion ensued noting that this was consistent with Federal law, that the Commission overall has experienced savings through the provision of this program, and it also represents a benefit of value to employees without having costs to the Commission for its operation. It was agreed by the Committee to continue to offer this benefit to employees.

Chairman Dwyer thanked Commission staff for forwarding updates on Mr. Gary Korb's current health condition. Mr. Yunker noted the Commission and the UW-Extension are working on an amendment to our UW- Extension contract to have substitute Extension staff assigned to the Commission through June 30, 2013, during the absence of Mr. Korb.

[Secretary's note: Commission staff has received a proposed agreement from the UW-Extension for the time period through September 30, 2013. Commission staff is working with UW-Extension staff to finalize the details of the new agreement.]

Ms. Larsen noted the 2013 adopted budget includes \$80,000 for the purchase of two new high-volume black-and-white/color photocopiers for use in the Print Shop. She noted the current copiers were purchased in 2008, with a life expectancy of five years and 5 million copies. Both copiers are at the end of their useful life. Staff has obtained quotes from three companies for new color copiers. Based on the lowest cost quote and experience with the brand, it was determined to purchase two Konica Minolta copiers.

Ms. Larsen noted that she is conducting a salary survey to compare Commission salaries with Southeastern County, Wisconsin Department of Transportation, and Wisconsin Department of Natural Resources salaries, and will be contacting each County's human resources staff to obtain a current salary schedule.

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Mr. Yunker stated that he has been asked by Milwaukee County to provide testimony on public transit funding to the State Legislature Joint Finance Committee at their hearing to be held in the Village of Greendale on April 4th. He indicated that he has also been asked to sign on to a letter (copy attached to Official Minutes) along with Milwaukee County, the Cities of Milwaukee and Racine, Metropolitan Milwaukee Association of Commerce, and the Greater Milwaukee Committee which would address public transit funding (copy attached to Official Minutes). He noted that he has given similar testimony concerning the need for a good public transit system and the public transit funding problem to the Wisconsin Transportation Finance and Policy Commission in March 2012 and to the State Assembly Transportation Committee in March 2010.

ADJOURNMENT

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

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/EAL/dad
AdminMar13Min (#210537)

Attachments