

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, March 27, 2014

1:30 p.m.

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

Present:

Excused:

Committee Members:

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

William R. Drew

Staff:

Kenneth R. Yunker
Philip C. Evenson
Elizabeth A. Larsen
Debra A. D'Amico

Executive Director
Acting 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. Evenson noted for the record that Mr. Drew had asked to be excused.

APPROVAL OF MINUTES OF FEBRUARY 20, 2014, MEETING

Chairman Dwyer asked if there were any changes or additions to the February 20, 2014, meeting minutes.

On a motion by Mr. Stroik, seconded by Ms. Greene, and carried unanimously, the minutes of the Administrative Committee meeting held on February 20, 2014, were approved as published.

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APPROVAL OF DISBURSEMENTS

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

2014 Reporting Period No. 5

Ms. Larsen distributed copies of the Check Register for the 5th financial reporting period of 2014, February 10 to February 23, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 1 made to Blain's Farm & Fleet, Ms. Larsen stated this expense was for the purchase of rock salt used to keep the building sidewalk and entry ways clear of snow and ice.

In response to an inquiry by Ms. Russell relative to a payment on page 2 made to ESRI, Inc., Ms. Larsen stated this payment was for the Arc Geographic Information System (GIS) software licensing fee. Mr. Evenson added that this is an annual payment to ESRI providing 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.

In response to an inquiry by Ms. Russell relative to a payment on page 3 made to Jensen Equipment Co., Inc., Ms. Larsen stated this payment was for the purchase of a jackhammer used by the survey staff when setting U.S. Public Land Survey Monuments in roadways.

In response to an inquiry by Ms. Russell relative to a payment on page 4 made to the University of Wisconsin – Milwaukee (UW-M), Ms. Larsen stated in October 2013, the Commission contracted with UW-M to conduct a telephone preference survey to gain region wide public input on land use and transportation system development preferences as part of the Vision 2050 effort. This payment was the balance due on that contract, with the survey now complete.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 5th reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Evenson then affixed their signatures to the Check Register for the 5th reporting period of 2014 (copy attached to Official Minutes).

2014 Reporting Period No. 6

Ms. Larsen distributed copies of the Check Register for the 6th financial reporting period of 2014, February 23, to March 9, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 1 made to Artist & Display Supply, Inc., Ms. Larsen stated this payment was for the purchase of foam boards used when displaying Commission maps at meetings.

In response to an inquiry by Ms. Russell relative to a payment also on page 1 made to Avaya, Inc., Ms. Larsen stated this payment was for the Commission's annual telephone maintenance contract. She further explained telephone maintenance had been paid monthly in prior years, however with the recent upgrade the maintenance contract had been changed to an annual billing cycle.

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In response to an inquiry by Ms. Russell relative to a payment on page 2 made to the Milwaukee Post, Ms. Larsen stated this payment was for placement of the Washington County Transit Development Plan public meeting notice in three Washington County newspapers; the Washington Weekend Post, the Times Press, and the Daily News.

In response to an inquiry by Ms. Russell relative to a payment on page 3 made to Placeways, LLC, Ms. Larsen stated this payment was for the development of a scenario planning tool for the Commission's VISION 2050 Regional Land Use and Transportation Plan. Placeways, LLC has developed a software called Community Viz, a GIS based software which will allow for the development and evaluation of land use and transportation scenarios and in turn, leading to public engagement. Mr. Yunker noted staff is able to customize this software to develop a series of land use and transportation scenarios based upon local economic and demographic data.

In response to an inquiry by Ms. Greene relative to a payment on page 4 made to John Washburn, Mr. Evenson stated this payment falls under the main county survey project account, with each line item representing a subaccount under that main project.

There being no further questions or comments, on a motion by Ms. Greene, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 6th reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Evenson then affixed their signatures to the Check Register for the 6th reporting period of 2014 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MARCH 9, 2014

Copies of the Statement of Projected Revenues and Expenditures for reporting period 6 ending on March 9, 2014, 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 remain largely unchanged from the budgeted amounts set forth in the Commission's 2014 Overall Work Program (OWP) approved in late 2013, with the exception being the Federal Transit Administration (FTA) funding. The FTA funding is the funding source for the Washington County Transit Development Plan, and the 2014 amount has increased more than what was anticipated in the 2014 OWP, as the expenditures incurred in 2013 were slightly less than anticipated resulting in a larger carryover of funding for use in 2014.
2. The service agreement revenues remain unchanged from the report presented at the February meeting.
3. The projection of expenditures through the end of the year indicates a surplus of approximately \$328,000. The surplus is expected to decline throughout the year.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2012 financial audit. These accounts will be adjusted upon the completion of the audit for 2013.

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5. The Commission had on hand as of March 9, 2014, approximately \$5.35 million. This includes about \$20,000 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 0.08 percent interest, and various money market accounts.

There being no inquiries or discussion, on a motion by Ms. Russell, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending March 9, 2014, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE/ANNOUNCEMENTS

Chairman Dwyer asked if there was any correspondence or announcements. Mr. Evenson reported there was no correspondence or announcements.

Chairman Dwyer then inquired about receiving a flyer in the mail from the Wisconsin Department of Transportation (WisDOT) regarding a specific road construction project and wanted to know if Commission staff is involved with the WisDOT road construction planning decisions. Mr. Yunker stated that WisDOT obtains traffic forecasts from the Commission staff to aid in roadway planning and design. He also stated the Commission works with both citizen advisory and technical advisory committees that offer insight from a variety of perspectives in these situations.

In response to another inquiry by Chairman Dwyer relative to planning a double-decker freeway on IH 94 near Miller Park, Mr. Yunker stated that if constructed, that portion of the freeway would begin east of the Mitchell Park exit ramp and end at the Hawley Road exit ramp.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:46 p.m. on a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Acting Director

PCE/EAL/dad
AdminMar14Min (#217203)