

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, August 21, 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
Gilbert B. Bakke
Thomas H. Buestrin
Michael A. Crowley
William R. Drew
Nancy Russell
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

Adelene Greene, Vice-Chair

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 Ms. Greene had asked to be excused.

APPROVAL OF MINUTES OF JULY 31, 2014, MEETING

Chairman Dwyer asked if there were any changes or additions to the July 31, 2014, meeting minutes.

On a motion by Mr. Bakke, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on July 31, 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. 16

Ms. Larsen distributed copies of the Check Register for the 16th financial reporting period of 2014, July 14, to July 27, 2014.

In response to an inquiry by Chairman Dwyer relative to a payment on page 5 made to Whitlow Security Specialists, Ms. Larsen stated that this payment was for the installation of an automatic door lock for the internal door to the front entrance of the Commission building. In response to an additional inquiry by Mr. Dwyer, Ms. Larsen stated there is no annual maintenance fee for this automatic lock.

There being no further questions or comments, on a motion by Mr. Buestrin, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 16th reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 16th reporting period of 2014 (copy attached to Official Minutes).

2014 Reporting Period No. 17

Ms. Larsen distributed copies of the Check Register for the 17th financial reporting period of 2014, July 28, to August 10, 2014.

In response to an inquiry by Mr. Schmidt relative to a payment on page 3 made to Urban Interactive Studio, Ms. Larsen stated this is a partial payment due for the programming and installation of an interactive web software that will allow for visitors to the VISION 2050 website to participate in the VISION 2050 scenario planning process. Chairman Dwyer asked if this web software program can be used for other Commission projects. Mr. Yunker stated that this software should be capable of being used again should Commission staff work on a plan that would obtain public input in a similar format.

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 17th reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 17th reporting period of 2014 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING AUGUST 10, 2014

Copies of the Statement of Projected Revenues and Expenditures for reporting period 17 ending on August 10, 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 just over 60 percent of the calendar year. She then called attention to the following items:

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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 remain unchanged from the report presented at the July meeting.
3. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of about \$12,000. Payment to the City of Pewaukee for the payment in lieu of taxes, the replacement of a vehicle, and necessary equipment have yet to be made in 2014.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2013 financial audit.
5. The Commission had on hand as of August 10, 2014, approximately \$5.2 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 0.09 percent interest and various money market accounts as of the end of July.

In response to an inquiry by Ms. Russell concerning the July statement which showed a projected deficit compared to the August statement which projects a slight surplus, Ms. Larsen stated that the financial projection for the year end is likely to vary month to month due to the nature of the variable indirect cost rate. The indirect cost rate adjusts semi-monthly and if a large indirect expenditure is incurred during that reporting period, the indirect rate may increase for that time period, resulting in a higher than normal projection through year end.

There being no further inquiries or discussion, on a motion by Mr. Drew, seconded by Ms. Russell, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending August 10, 2014, was accepted to be placed on file (copy attached to Official Minutes).

UPDATE ON BUILDING TUCKPOINTING PROJECT

Chairman Dwyer called on Ms. Larsen to update the Committee on the Commission building tuckpointing project. Ms. Larsen stated that Harwood Engineering completed the request for proposals (RFPs) and it was sent to the following companies: Berglund Construction, Chicago, IL; Holton Brothers, Inc., Grafton, WI; Spray-O-Bond, Inc., Milwaukee, WI; Masonry Restoration, Milwaukee, WI; Pukall Company, Inc., Cedarburg, WI; Statz Restoration & Engineering Co., Inc., Menomonee Falls, WI. Ms. Larsen further stated that the RFP submission deadline is Tuesday, September 2, 2014. Holton Brothers, Inc., Masonry Restoration, and Statz Restoration & Engineering Co., Inc. were contacted by Harwood Engineering and all three companies indicated they will bid on the project and are able to complete the project by November 15, 2014. Chairman Dwyer reviewed with the Committee his experience and the process by which Waukesha County would evaluate responses to RFPs. Mr. Stroik noted that all six companies that were sent the RFP have been pre-qualified by Harwood Engineering as their staff has worked with each of these companies. This pre-qualification will allow the Commission staff and Harwood Engineering staff to rely on the best cost estimate of the project as the major determining factor regarding which company receives the contract. Mr. Stroik then noted that the brick sealing portion of the project may not be completed by November 15th, as the outside temperature may be too cold for the application of the sealant, thus this item may need to be completed in spring 2015. He further noted that the estimated cost of the tuckpointing project should not be greater than \$200,000.

Mr. Buestrin recommended that the Committee authorize the Chairman and Commission staff to select a contractor upon bid opening to get the project started as soon as practicable.

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On a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously by a vote of 9 ayes and 0 nays, that the Commission Chairman and staff will approve the contractor upon opening and evaluating the bids at a project cost not to exceed \$200,000.

CORRESPONDENCE/ANNOUNCEMENTS

Chairman Dwyer asked if there was any correspondence or announcements. Mr. Yunker responded stating there was no correspondence to report and no announcements to be made.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:48 p.m. on a motion by Mr. Bakke, seconded by Mr. Stroik, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/EAL/dad
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