

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, November 13, 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  
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  
Michael G. Hahn  
Elizabeth A. Larsen  
Debra A. D'Amico

Executive Director  
Deputy 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 asked to be excused.

#### APPROVAL OF MINUTES OF OCTOBER 23, 2014, MEETING

Chairman Dwyer asked if there were any changes or additions to the October 23, 2014, meeting minutes.

On a motion by Mr. Drew, seconded by Mr. Crowley, and carried unanimously, the minutes of the Administrative Committee meeting held on October 23, 2014, were approved as published.

(Administrative Committee)  
November 13, 2014

## **APPROVAL OF DISBURSEMENTS**

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

### **2014 Reporting Period No. 22**

Ms. Larsen distributed copies of the Check Register for the 22<sup>nd</sup> financial reporting period of October 6, 2014 to October 19, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 2 made to CMS Cardmember Service, Ms. Larsen stated that the Commission purchased six computer hard drives as part of the ongoing hardware upgrade to the Commission's computer network.

In response to an inquiry by Ms. Russell relative to a payment on page 3 made to Hunter & Somers, LLC, Ms. Larsen stated that this was a payment to the Commission's law firm for legal advice concerning a personnel issue and review of a builders risk insurance policy as necessitated by the tuckpointing contract with Berglund Construction Company.

In response to an inquiry by Ms. Russell relative to a payment on page 5 made to Urban Interactive Studio, Mr. Yunker stated that this payment was to purchase a scenario planning software that will permit individuals to compare and contrast Vision 2050 land use and transportation scenarios in an interactive manner on the Vision 2050 website.

In response to an inquiry by Mr. Crowley relative to a payment on page 1 made to Cardmember Service, Ms. Larsen stated that this payment was for the purchase of an ASUS tablet for a new Public Involvement and Outreach staff member. This individual spends most of the work week at meetings and will use the tablet to take notes during meetings and to produce work between meetings. The tablet will be used in lieu of a laptop.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 22<sup>nd</sup> reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 22<sup>nd</sup> reporting period of 2014 (copy attached to Official Minutes).

### **2014 Reporting Period No. 23**

Ms. Larsen distributed copies of the Check Register for the 23<sup>rd</sup> financial reporting period of October 20 to November 2, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 3 made to Plastics Unlimited, Ms. Larsen stated that the payment was for comb bindings which are used on all Commission publications.

In response to an inquiry by Ms. Russell relative to a payment on page 5 made to Zimmerman Architectural Studios, Inc., Ms. Larsen stated that this payment was for consulting services to develop the request for proposal for the building tuckpointing bids, to determine the selection process for the contractor for the tuckpointing project, and then to oversee and manage the tuckpointing project.

In response to an inquiry by Mr. Dwyer, Ms. Larsen stated Zimmerman Architectural Studios, Inc. will submit a final invoice upon completion of the tuckpointing project.

(Administrative Committee)  
November 13, 2014

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 23<sup>rd</sup> reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 23<sup>rd</sup> reporting period of 2014 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING NOVEMBER 2, 2014**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 23 ending on November 2, 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 85 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 October meeting.
2. The Service Agreement Revenues remain unchanged from the report presented at the October meeting.
3. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of nearly \$83,000. Payment to the City of Pewaukee for the payment in lieu of taxes and the replacement of a vehicle 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 November 2, 2014, approximately \$4.5 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 as of the end of October.

There being no inquiries or discussion, on a motion by Mr. Schmidt, seconded by Ms. Russell, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending November 2, 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 she had met with representatives from the Berglund Construction Company, and Harwood Engineering, Inc., on Wednesday, November 12, 2014. The project is moving along with the south and north sides of the building fully completed. The dumpster area rebuild has also been completed. The west side of the building still has ongoing work. A change order has been requested, and approved by staff, in the amount of \$1,380 to repair eight mullions that may cause water damage. The project may be delayed due to cold weather, pushing the project completion date back to Wednesday, December 3<sup>rd</sup>.

(Administrative Committee)  
November 13, 2014

In response to an inquiry by Mr. Wirth, Mr. Stroik stated that if the temperature falls below freezing, the newly replaced mortar may expand and crack in the cold. Thus, mortar repairs must be completed at temperatures above 40 degrees Fahrenheit.

Ms. Russell asked if the tuckpointing work has been a disturbance to the staff. Mr. Yunker noted that aside from drilling noise and dust, which both cannot be avoided, there has been no impact on staff. Ms. Larsen then stated working with the contractor has been excellent and she communicates daily with the Berglund crew chief.

Chairman Dwyer inquired about the window leak in the Walworth County Conference Room. Ms. Larsen stated said that the window and outside bricks just below the window were removed, flashing was installed under both the window frame and the outside bricks, and the window and bricks were replaced. It is expected that the installation of the flashing should solve the leakage problem.

### **REPORT ON 2015 HEALTH INSURANCE ENROLLMENT**

Chairman Dwyer asked Ms. Larsen to review with the Committee the group medical insurance enrollment for the calendar year 2015.

Ms. Larsen reported that the Commission obtains medical insurance for staff through the State of Wisconsin Department of Employee Trust Funds (WDETf) Group Health Insurance Program, and that the Commission employees had completed their choice of health insurance coverage for calendar year 2015. A table summarizing the results of Commission staff's health insurance decisions was distributed for review (copy attached to Official Minutes).

In reviewing this matter with the Committee, Ms. Larsen noted that 61 Commission employees participate in the WDETf insurance program, with six employees declining coverage. Once again, most Commission employees--42--have selected United Healthcare as their HMO of choice in 2015, with that plan being one of five qualified health plans available to Commission employees, the others being the Arise Health Plan HMO, WEA Trust PPO, Dean Health Plan, and Anthem Blue HMO. In addition, 19 employees opted for coverage with the other three qualified plans. Overall, the total cost to the Commission of medical insurance for current employees should approximate \$830,000 for the year. Ms. Larsen noted that the Health Reimbursement Account (HRA) amount to be reimbursed to employees is not included in this estimated cost. She added that it is expected that the cost of medical insurance for 2015 will be well within the amount budgeted for 2015.

### **CORRESPONDENCE/ANNOUNCEMENTS**

Chairman Dwyer asked if there was any correspondence or announcements.

Mr. Yunker reported that there was no correspondence and announced that the Commission has hired a new Chief Land Surveyor, Mr. Robert W. Merry, PLS. He has had prior experience in working with the Commission as an employee of Quantum Spatial, Inc., (formerly Aero-Metric, Inc.), a consultant who has worked with the Commission on past aerial orthophotography projects. He is an expert in survey datum issues. Mr. Merry is currently training under Dr. Kurt W. Bauer, and will eventually assume all duties of the County Surveyor.

Mr. Yunker announced that the Commission was recently awarded the Keep Greater Milwaukee Beautiful Lifetime Achievement Award by the Keep Greater Milwaukee Beautiful Organization on November 1, 2014.

(Administrative Committee)  
November 13, 2014

Chairman Dwyer then announced that Waukesha County Executive Vrakas will not be seeking re-election in 2015.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:05 p.m. on a motion by Mr. Wirth, seconded by Mr. Stroik, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director

KRY/EAL/dd  
AdminNov14Min (#221818)