

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**ADMINISTRATIVE COMMITTEE**

Thursday, June 25, 2015

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  
Charles L. Colman  
Michael A. Crowley  
William R. Drew  
Nancy Russell  
Daniel S. Schmidt  
Peggy M. Shumway  
David L. Stroik  
Gustav W. Wirth, Jr.

Adelene Greene, Vice-Chair

Staff:

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

Executive Director  
Assistant Director-Administration  
Executive Secretary

Guest:

Robert W. Kabitzke

Scrima, Kabitzke & Co., S.C.

**ROLL CALL**

Mr. Stroik 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 Adelene Greene asked to be excused.

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### **APPROVAL OF MINUTES OF MAY 21, 2015, MEETING**

Mr. Stroik asked if there were any changes or additions to the May 21, 2015, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on May 21, 2015, were approved as published.

### **PRESENTATION OF 2014 AUDIT REPORT**

Chairman Dwyer welcomed and then called on the Commission's auditor, Mr. Robert W. Kabitzke of the firm Scrima, Kabitzke & Co., S.C., to present the 2014 audit report to the Committee. Mr. Kabitzke noted that each Committee member received a copy of the Independent Auditor's Report entitled, *Southeastern Wisconsin Regional Planning Commission Annual Report, December 31, 2014* in advance of today's meeting.

Mr. Kabitzke then reviewed the report page-by-page with the Committee. During this process, the following comments and questions were addressed.

In response to an inquiry by Chairman Dwyer regarding the Accrued Sick Leave and Accrued Vacation Leave accounts, Mr. Kabitzke stated both of these accounts are fully funded.

In response to an inquiry by Mr. Colman, Mr. Kabitzke stated that he spends approximately three weeks conducting the Commission's annual audit and preparing the audit report.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously to approve and accept for publication the 2014 Audit Report as presented (copy of 2014 Audit Report attached to Official Minutes).

### **APPROVAL OF DISBURSEMENTS**

Mr. Stroik asked Ms. Larsen to review with the Committee the recent disbursements.

#### **2015 Reporting Period No. 11**

Ms. Larsen distributed copies of the Check Register for the 11<sup>th</sup> financial reporting period of May 4 to May 17, 2015.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to Dell Marketing, Ms. Larsen stated this was for the purchase of two computers for staff.

In response to an inquiry by Ms. Russell, relative to a payment on page 4 to Quantum Spatial, Inc., Ms. Larsen stated this is a pass through payment for the 2015 Aerial Orthophotography and LIDAR project.

In response to an inquiry by Mr. Crowley, relative to a payment on page 3 made to Monster.com, Ms. Larsen stated this was for a Water Resources Engineer employment ad.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 11<sup>th</sup> reporting period of 2015 were approved.

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Mr. Stroik, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 11<sup>th</sup> reporting period of 2015 (copy attached to Official Minutes).

**2015 Reporting Period No. 12**

Ms. Larsen distributed copies of the Check Register for the 12<sup>th</sup> financial reporting period of May 18 to May 31, 2015.

In response to an inquiry by Mr. Colman, relative to a payment on page 1 made to Ben Meadows Company, Inc., Ms. Larsen stated this payment was for the purchase of flagging used in conducting wetland delineations.

In response to an inquiry by Mr. Stroik, Ms. Larsen stated that employees who have incurred expenses on behalf of the Commission are aware that the expense vouchers must be submitted on a monthly basis.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 12<sup>th</sup> reporting period of 2015 were approved.

Mr. Stroik, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 12<sup>th</sup> reporting period of 2015 (copy attached to Official Minutes).

**2015 Reporting Period No. 13**

Ms. Larsen distributed copies of the Check Register for the 13<sup>th</sup> financial reporting period of June 1 to June 14, 2015.

In response to an inquiry by Ms. Russell relative to a payment on page 2 made to Central Office Systems, Ms. Larsen stated that a color copier that was purchased to replace an aging black and white copier.

In response to an inquiry by Chairman Dwyer, Ms. Larsen stated the service agreement is billed on a cost per page basis. The cost for this copier is 0.0085 cents per page for a black and white copy, and 0.0496 cents per page for a color copy. This page cost includes toner replacement and service calls.

In response to an inquiry by Mr. Colman, relative to a payment on page 1 made to Cambridge Systematics, Inc., Ms. Larsen stated that this vendor is assisting in the development of the Commission's truck travel simulation model. Mr. Yunker added that this firm developed a freight travel simulation model for the Wisconsin Department of Transportation (WisDOT) and the Commission staff will be able to integrate the SEWRPC freight travel model with the WisDOT freight model.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 13<sup>th</sup> reporting period of 2015 were approved.

Mr. Stroik, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 13<sup>th</sup> reporting period of 2015 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JUNE 14, 2015**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 13 ending on June

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14, 2015, were distributed for Committee review. Mr. Stroik 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 50 percent of the calendar year. She then called attention to the following items:

1. The Federal revenue entries remain unchanged from the report presented at the May meeting.
2. The State revenue entries have been adjusted to reflect a slight increase in revenue from the Wisconsin Department of Natural Resources (WDNR) over the anticipated 2015 budgeted revenue.
3. The service agreement revenues remain unchanged from the report presented at the May meeting.
4. The projection of expenditures through the end of the year indicates a surplus of approximately \$157,000. The surplus is expected to decline throughout the year.
5. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2013 financial audit. These accounts will be adjusted to reflect the findings of the 2014 financial audit for the next Administrative Committee meeting.
6. The Commission had on hand as of June 14, 2015, approximately \$5.8 million. This includes about \$52,350 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 0.13 percent interest and various money market accounts.

There being no inquiries or discussion, on a motion by Mr. Crowley, seconded by Mr. Colman, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending June 14, 2015, was accepted to be placed on file (copy attached to Official Minutes).

#### **CONSIDERATION OF BUSINESS INSURANCE RENEWAL**

Chairman Dwyer asked Mr. Yunker to report on the renewal of the Commission's business insurance. Mr. Yunker stated that the Commission's insurance agent, Mr. Ronald Knudsen with Johnson Insurance, had received a quote for the renewal of the Commission's insurance. Ms. Larsen then distributed the business insurance premium summary received from Mr. Knudsen. The insurance covers general liability, property, automobile, workers compensation, umbrella, and employment practices liability. The current insurance policy expires July 28, 2015. Ms. Larsen stated that the premium cost of business insurance for 2015-2016 would be approximately \$100 more than the prior year.

Ms. Larsen requested approval from the Administrative Committee to renew the Commission's 2015-2016 Business Insurance policy for an amount of \$42,331.

In response to an inquiry by Chairman Dwyer, Ms. Larsen stated the increase in the Building limit of insurance was about 4 percent and may be due to the tuckpointing project which was recently completed. Mr. Dwyer questioned whether the Building limit would be increased due to the tuckpointing project. In response to an inquiry by Mr. Buestrin, Mr. Stroik stated that if the building were to be declared a total loss in the event of a fire or natural disaster, the building could likely be rebuilt at a cost of \$170 per square foot. Mr. Wirth noted that if a building is rebuilt, it would need to be rebuilt to meet building

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codes, and suggested that staff may wish to determine the parts of the building that are not currently in compliance with State and local building codes.

At the conclusion of the business insurance renewal discussion, it was moved by Mr. Stroik, seconded by Mr. Wirth, and carried unanimously to accept and renew the business insurance policy for 2015-2016 with West Bend Mutual Insurance Company, with the provision that Mr. Stroik check with the Commission's insurance agent to determine the reason for the increase in the limit for building insurance.

[Secretary's Note: The increase in the limit for building insurance was due to an inflation adjustment.]

## **REPORT ON SALARY ADJUSTMENTS**

Mr. Yunker reported that an Ad Hoc Salary Adjustment Committee was established to review recommended staff salary merit adjustments. The Committee appointed by Commission Chairman Stroik consisted of Commissioners Buestrin, Russell, Schmidt, and Stroik. The Committee met prior to this meeting and approved the proposed salary adjustments. The proposed salary adjustments approximate an average of 3.9 percent. Seven staff members received more significant adjustments due to promotion, being hired below market pay, and exceptional performance. Not taking into account those seven staff, the average staff salary adjustment was below 3 percent.

## **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Stroik asked Mr. Yunker if there was any correspondence or announcements.

Mr. Yunker indicated that there was no correspondence to report, and then noted that at a previous meeting the Commission staff was asked to look into providing meeting materials electronically, similar to what is done in Kenosha and Ozaukee Counties. He stated a report regarding staff evaluation and recommendation for the electronic provision of meeting materials would be provided at the next Administrative Committee meeting.

Mr. Wirth commented how communication has been more efficient for Ozaukee County Supervisors since they began utilizing mobile devices provided by the County.

Ms. Russell added that if a mobile device is issued to each Commissioner, staff should ensure the return of the mobile devices when a Commissioner's tenure has ended.

## **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:22 p.m. on a motion by Mr. Stroik, seconded by Mr. Drew, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary