

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, April 21, 2016

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 Colman
Michael A. Crowley
Mike Dawson
William R. Drew
Nancy Russell
Daniel Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

Adelene Greene, Vice-Chair

Staff:

Kenneth R. Yunker
Michael G. Hahn
Elizabeth A. Larsen

Executive Director
Deputy Director
Assistant Director-Administration

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 FEBRUARY 18, 2016, MEETING

Chairman Dwyer asked if there were any changes or additions to the February 18, 2016, meeting minutes.

(Administrative Committee)
April 21, 2016

On a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on February 18, 2016, were approved as published.

APPROVAL OF DISBURSEMENTS

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

2016 Reporting Period No. 5

Ms. Larsen distributed copies of the Check Register for the 5th financial reporting period of February 8, 2016, to February 21, 2016

In response to an inquiry by Ms. Russell concerning a payment on page 1 to Blueprints, Inc., Ms. Larsen stated this was for the purchase of plotter paper.

In response to an inquiry by Ms. Russell concerning a payment also on page 1 to Global Cogo, Inc., Ms. Larsen stated that Mr. Earl Burkholder, owner of Global Cogo, Inc., was asked to review for accuracy the March 2016 Commission newsletter discussing the conversion of the North American Datum (NAD) 1927 to NAD 1983.

In response to an inquiry by Ms. Russell, Mr. Yunker stated staff is available to work with the counties to conduct the datum conversion. To date, Washington and Kenosha Counties have indicated an interest to work with Commission staff to pursue the datum conversion. At this time staff is working with Washington County to develop a contract where Commission staff would carry out the datum conversion.

In response to an inquiry by Ms. Russell concerning a payment on page 2 to ESRI, Inc., Ms. Larsen stated this payment was for the renewal of 48 ArcGIS software licenses.

In response to an inquiry by Ms. Russell concerning a payment on page 3 to Mariusz K. Jesmanowicz, Ms. Larsen stated this payment was for a block of 30 hours of technical assistance with regard to the Commission's computer network system which will be used on an as needed basis. The block of hours does not expire.

In response to an inquiry by Ms. Russell concerning a payment on page 3 to the National Association of County Surveyors, Ms. Larsen stated this payment represents the annual membership dues for Mr. Robert Merry, the Commission's Chief Surveyor.

In response to an inquiry by Mr. Drew concerning a payment on page 2 to The Water Council, Mr. Yunker stated this was the monthly rent payment for the Commission's satellite office located in The Water Center building. The monthly rent includes use of all common areas, furniture, phone service, and internet. The purchase of SEWRPC staff access cards to the Water Center building was also included on this payment.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 5th reporting period of 2016 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 5th reporting period of 2016 (copy attached to Official Minutes).

2016 Reporting Period No. 6

Ms. Larsen distributed copies of the Check Register for the 6th financial reporting period of February 22, 2016, to March 6, 2016.

(Administrative Committee)
April 21, 2016

In response to an inquiry by Ms. Russell concerning a payment on page 1 to Dell Marketing, Ms. Larsen stated this payment was for the purchase of a modeling computer to be used by the Transportation Division staff for traffic forecasting.

In response to an inquiry by Ms. Russell concerning a payment on page 2 to Kenosha News, Ms. Larsen stated this payment was the annual subscription renewal.

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 6th reporting period of 2016 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 6th reporting period of 2016 (copy attached to Official Minutes).

2016 Reporting Period No. 7

Ms. Larsen distributed copies of the Check Register for the 7th financial reporting period of March 7, 2016, to March 20, 2016.

In response to an inquiry by Ms. Russell concerning a payment on page 3 to MicroSurvey Software, Inc., Ms. Larsen stated this payment was for the upgrade of Starnet software, a surveying software used to develop coordinate positions when conducting a survey.

In response to an inquiry by Ms. Russell concerning a payment on page 5 to the Wisconsin County Surveyors Association, Ms. Larsen stated this payment was the 2016 membership dues to the Association for Kenosha, Milwaukee, Ozaukee, Waukesha, and Walworth Counties. The Commission pays the annual membership dues as part of the County Surveyor services.

In response to an inquiry by Mr. Colman concerning a payment on page 2 to El Conquistador Latino News, Inc., Ms. Larsen stated that this payment was for the placement of an employment advertisement in both English and Spanish.

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 7th reporting period of 2016 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 7th reporting period of 2016 (copy attached to Official Minutes).

2016 Reporting Period No. 8

Ms. Larsen distributed copies of the Check Register for the 8th financial reporting period of March 21, 2016, to April 3, 2016.

In response to an inquiry by Ms. Russell concerning a payment on page 3, to Veritiv Operating Company, Ms. Larsen stated this payment is for the purchase of copier paper. Veritiv was formerly known as XPEDX.

There being no further questions or comments, on a motion by Mr. Stroik, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 8th reporting period of 2016 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 8th reporting period of 2016 (copy attached to Official Minutes).

(Administrative Committee)
April 21, 2016

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING APRIL 3, 2016

Copies of the Statement of Projected Revenues and Expenditures for reporting period 8 ending on April 3, 2016, 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 27 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 February meeting.
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 compared with the budgeted revenues, as approved in the 2016 Overall Work Program, indicates a surplus of nearly \$400,000 for the continuing program projects. This is a typical pattern encountered in the early stages of carrying out the Commission's annual work program. The surplus will decline throughout the year. The surplus may be expected to decline to less than \$150,000 throughout the year with the payment of items such as the payment to the City of Pewaukee for the payment in lieu of taxes, business insurance and audit, replacement equipment, and automobile replacement.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2014 financial audit. These accounts will be adjusted upon completion of the audit for 2015.
5. The Commission had on hand as of April 3, 2016, approximately \$4.65 million. This includes about \$398,377 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 0.41 percent interest and various money market accounts.

There being no further discussion, on a motion by Mr. Schmidt, seconded by Mr. Colman, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending April 3, 2016, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF PURCHASE OF iPADS FOR COMMISSION MEETING MATERIALS

As Ms. Larsen reported on her findings regarding the purchase of iPads for use by Commissioners, she distributed a table indicating iPad models, specifications, and purchase cost.

Based upon a discussion concerning the necessary memory capacity and screen size to best view Commission documents, Ms. Larsen recommended the purchase of the iPad Pro with 128GB memory.

Ms. Larsen will work with each Commissioner to determine their preference with regard to the specific iPad Pro model. The iPads will be purchased through the Apple government discount website.

REVIEW OF COMMISSION INTEREST RATES

(Administrative Committee)
April 21, 2016

Ms. Larsen distributed a table showing current money market rates on Commission deposits and certificate of deposit rates available at local banks. The Commission invests the majority of the funds at the State of Wisconsin Local Government Investment Pool; however, some funds have been invested in money market accounts at local banks to obtain more favorable rates. Currently, a few local banks are offering certificate of deposit rates nearing 1.25 percent for an investment period of 12 to 18 months.

It was recommended that Ms. Larsen move the current money market accounts to a certificate of deposit account at the following banks: Town Bank, Spring Bank, Commerce State Bank, and PyraMax Bank. Ms. Larsen was also asked to review the Wisconsin Statutes concerning the insured deposit limit that is allowable for a public depositor.

CORRESPONDENCE/ANNOUNCEMENTS

Chairman Dwyer asked Mr. Yunker if there was any correspondence or announcements.

Mr. Yunker noted there was no correspondence to report and then noted that at the May Administrative Committee meeting, the 2017 Budget will be brought for consideration and for recommendation to the Full Commission at the June meeting. He further noted that this will be the 11th straight year of no increase to the local tax levy request.

Mr. Yunker then stated that Chairman Stroik will need to appoint an Ad Hoc Committee to review proposed annual Commission staff salary adjustments. Commissioners Buestrin, Dwyer, Russell, and Schmidt agreed to serve on the Committee.

Ms. Larsen provided a brief update on the ongoing water leakage in the basement of the building. She stated that the drywall had been removed from a portion of the wall where mold was found. The mold is being tested to determine the type. Water is leaking into the basement along the top and bottom of the wall. Staff had the contractor view the leak and was provided a quote to bore holes into the floor to check the drain tile for blockages and broken tile as no water is in the sump pump crock. At this time it is unknown as to whether the drain tile is blocked or needs to be repaired or replaced. Staff will provide an update at the next Committee meeting.

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. Schmidt, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker
Deputy Secretary