

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, January 26, 2017

1:30 p.m.

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

Present:

Excused: None

Committee Members:

James T. Dwyer, Chairman
Nancy Russell, Vice-Chair
Thomas H. Buestrin
Charles L. Colman
Michael A. Crowley
Mike Dawson
William R. Drew
Aloysius Nelson
Robert W. Pitts
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

Staff:

Kenneth R. Yunker	Executive Director
Michael G. Hahn	Deputy Director
Elizabeth A. Larsen	Assistant Director-Administration
Kevin J. Muhs	Assistant Director

ROLL CALL

Chairman Dwyer called the meeting to order at 1:30 p.m. Roll call was taken and a quorum was declared present.

APPROVAL OF MINUTES OF NOVEMBER 17, 2016, MEETING

Chairman Dwyer asked if there were any changes or additions to the November 17, 2016, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on November 17, 2016, were approved as published.

APPROVAL OF DISBURSEMENTS

2016 Reporting Period No. 24

Mr. Yunker distributed copies of the Check Register for the 24th financial reporting period of October 31, 2016, to November 13, 2016.

In response to an inquiry by Ms. Russell concerning payment on page 2 to ITU AbsorbTech, Inc., Ms. Larsen stated this was payment for towels used in the Commission's print shop area.

In response to an inquiry by Ms. Russell concerning payment on page 2 to JF Ahern Company, Ms. Larsen stated that this payment was for the annual inspection of the 13 fire extinguishers located in the Commission building.

In response to an inquiry by Ms. Russell concerning payment on page 3 to Lake Country Publications, Ms. Larsen stated this payment was for the placement of a public meeting notice for the Transportation Improvement Plan and Public Participation Plan.

In response to an inquiry by Ms. Russell concerning payment on page 3 to LizardTech, Inc., Ms. Larsen stated this payment was for the annual maintenance for an image software called Mr. SID. This software is used to combine a number of smaller aerial orthophotographs into larger orthophotos and will then also allow for these larger orthophoto files to be compressed as needed.

In response to an inquiry by Ms. Russell concerning payment on page 3 to MilwaukeeJobs.com, Ms. Larsen stated the Commission had posted two job advertisements on this website, a Land Surveyor Assistant position and a Principal Transportation Engineer/Planner position.

In response to an inquiry by Ms. Russell concerning payment on page 3 to Master Repair Company, Ms. Larsen stated this payment was for a saw cut into the basement concrete floor to expose the drain tile for blockage inspection and to conduct a water test. In addition, staff obtained a video image of the drain tile showing no blockages.

In response to an inquiry by Ms. Russell concerning payment on page 3 to Monster.com, Ms. Larsen stated the Commission had posted two job advertisements on this website, a Land Surveyor Assistant position and a Principal Transportation Engineer/Planner position.

In response to an inquiry by Ms. Russell concerning payment on page 4 to PROS Consulting, Ms. Larsen stated this payment was for the Milwaukee County Park and Open Space Plan where the Commission is acting as the fiscal agent for Milwaukee County in the conduct of this Plan.

In response to an inquiry by Ms. Russell concerning payment on page 4 to Seiler Instrument & Manufacturing Company, Inc., Ms. Larsen stated this payment was for the purchase of a new Trimble GPS system. She stated that a second Trimble GPS system is needed for the Washington County Datum Conversion project where the County has opted to have Commission staff conduct a physical survey of all County U.S. Public Land survey corner sections that are to be referenced to the North American Datum of 1983.

In response to an inquiry by Ms. Russell concerning payment on page 3 to the Spanish Journal Corporation, Ms. Larsen stated that staff placed two job advertisements, a Land Surveyor Assistant position and a Principal Transportation Engineer/Planner, in this newspaper.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 24th reporting period of 2016 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 24th reporting period of 2016 (copy attached to Official Minutes).

2016 Reporting Period No. 25

Ms. Larsen distributed copies of the Check Register for the 25th financial reporting period of November 14, 2016, to November 27, 2016.

In response to an inquiry by Ms. Russell concerning payment on page 1 to Bunzel's Meats & Catering, Ms. Larsen stated this was payment for a day long Public Transit Human Services Coordination meeting at the Zoofari Center.

In response to an inquiry by Ms. Russell concerning payment on page 1 to Cardmember Services, Ms. Larsen stated this payment is for the Commission's Visa Card and includes purchases on Amazon for computer hard drives and memory, renewal of the SEWRPC.org domain name, and the placement of job advertisements on the following websites: National Society of Black Engineers, American Planning Association, American Surveyor, Mass Transit, and the Institute of Transportation Engineers.

In response to an inquiry by Ms. Russell concerning payment on page 3 to the Milwaukee Community Journal, Ms. Larsen stated that staff placed two job advertisements, a Land Surveyor Assistant position and a Principal Transportation Engineer/Planner, in this newspaper.

In response to an inquiry by Ms. Russell concerning payment on page 3 to Miovision Technologies, Inc., Ms. Larsen stated this payment was for analyzing traffic video taken for a traffic movement study at a four way stop intersection near the City of Franklin High School. This was the Commission staff's first use of traffic video for a study.

In response to an inquiry by Ms. Russell concerning a payment on page 4 to Service Master Cleaning, Ms. Larsen stated this was payment for the removal of wet drywall and mold remediation in the basement.

In response to an inquiry by Ms. Russell concerning payment on page 4 to White Rock Security Group, Ms. Larsen stated this was payment for the three year renewal of the McAfee anti-virus software.

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 25th reporting period of 2016 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 25th reporting period of 2016 (copy attached to Official Minutes).

2016 Reporting Period No. 26

Ms. Larsen distributed copies of the Check Register for the 26th financial reporting period of November 28, 2016, to December 11, 2016.

In response to an inquiry by Ms. Russell concerning payment on page 1 to Ajilon Professional Staffing, Ms. Larsen stated this payment was a direct hire fee for a new graphic arts staff member as the former graphic artist had resigned in November due to a job transfer.

In response to an inquiry by Ms. Russell concerning payment on page 2 to Eco-Counter, Ms. Larsen stated staff purchased both tube and box counters for use in conducting bicycle and pedestrian count studies.

In response to an inquiry by Ms. Russell concerning payment on page 2 to McTrans Center, Ms. Larsen stated this payment was for the license renewal of the High Capacity Software program that is used for traffic forecasting in the Commission's Transportation Division.

In response to an inquiry by Ms. Russell concerning payment on page 3 to Mueller Communications, Ms. Larsen stated a portion of this payment is for the conduct of public and media outreach with respect to the VISION 2050 plan. In addition, staff is working with Mueller Communications to develop a new VISION 2050 website and Facebook page.

In response to an inquiry by Ms. Russell concerning payment on page 3 to Miovision Technologies, Inc., Ms. Larsen stated staff purchased two video cameras to be used when conducting traffic counts.

In response to an inquiry by Ms. Russell concerning payment on page 4 to Schwaab, Inc., Ms. Larsen stated this was for the purchase of a new date stamp.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 26th reporting period of 2016 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 26th reporting period of 2016 (copy attached to Official Minutes).

2016 Reporting Period No. 27

Ms. Larsen distributed copies of the Check Register for the 27th financial reporting period of December 12, 2016, to December 25, 2016.

In response to an inquiry by Ms. Russell concerning payment on page 2 to DNR Accounts Receivable, Ms. Larsen stated this was payment for an endangered species permit fee.

In response to an inquiry by Ms. Russell concerning payment on page 3 to Mueller Communications, Mr. Yunker stated this payment was for VISION 2050 communications materials and staff assistance on VISION 2050 presentations.

In response to an inquiry by Ms. Russell concerning payment on page 4 to Precision Midwest, Ltd., Ms. Larsen stated this was for the repair of a GPS tablet used by the wetland delineation staff.

In response to an inquiry by Ms. Russell concerning payment on page 4 to Donald Reed, Mr. Yunker stated that Mr. Reed had been hired by the Commission to conduct field investigations and identify mitigation sites concerning the West Waukesha Bypass project.

In response to an inquiry by Ms. Russell concerning payment on page 4 to RelyMedia, Ms. Larsen stated this was for the purchase of 500 USB flash drives for the three volume VISION 2050 Plan. Staff will distribute the flash drives rather than paper copies of the Plan to those interested.

In response to an inquiry by Ms. Russell concerning payment on page 5 to Kathryn Sobottke, Ms. Larsen stated this was for the purchase of miscellaneous Commission supplies.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 27th reporting period of 2016 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 27th reporting period of 2016 (copy attached to Official Minutes).

2017 Reporting Period No. 1

Ms. Larsen distributed copies of the Check Register for the 1st financial reporting period of December 26, 2016, to January 8, 2017.

In response to an inquiry by Ms. Russell concerning payment on page 1 to American Water Resources Association, Ms. Larsen stated this was payment of annual membership dues.

In response to an inquiry by Ms. Russell concerning payment on page 3 to Traffic & Parking Control, Inc., Ms. Larsen stated staff had purchased pavement traffic counters to replace damaged and lost counters.

In response to an inquiry by Mr. Colman concerning payment on page 1 to CliftonLarsonAllen, LLP., Ms. Larsen stated this was the final payment due for the 2015 Calendar Year Audit.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 1st reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 1st reporting period of 2017 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 8, 2017

Copies of the Statement of Projected Revenues and Expenditures for reporting period 1 ending on January 8, 2017, 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 the beginning of the calendar year, and no attempt was made to show actual expenditures or to project expenditures for the year given this very short period of time. She then called attention to the following items:

1. The revenue entries on the Statement largely reflect the budgeted amounts set forth in the Commission's Overall Work Program approved in November 2016. She noted that with respect to Federal and State Transportation Funds, a final approval letter securing these funds was received in December from the Wisconsin Department of Transportation (WisDOT). The Wisconsin Department of Administration revenues have been secured, and revenues remain to be secured from the Wisconsin Department of Natural Resources for the Water Quality Planning Program.
2. With respect to service agreement revenues that support work activities in the planning program areas of land use, water quality, floodland management, economic development, and community assistance program areas, many of the funds identified in the Statement already have been secured or are expected to be secured within the next few months. She noted that the \$71,518 in building program revenues identified in the service agreement column represents the rent to be paid in 2017

by the Commission's tenant, ProHealth Care, Inc. In May 2016, ProHealth renewed their lease through March 31, 2018, with a one year renewal option through March 31, 2019.

3. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2015 financial audit. These accounts will be adjusted upon completion of the audit for 2016.
4. The Commission had on hand as of January 8, 2017, approximately \$4.74 million. This includes about \$234,250 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 0.45 percent interest and various money market accounts.

There being no further inquiries or discussion, on a motion by Mr. Crowley, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 8, 2017, was accepted to be placed on file (copy attached to Official Minutes).

SELECTION OF AUDITOR FOR CALENDAR YEAR 2016

Chairman Dwyer asked Ms. Larsen to make a recommendation regarding the selection of the Commission's auditor for the calendar year 2016. Ms. Larsen recommended that the certified public accounting firm of CliftonLarsonAllen, LLP, be retained by the Commission to conduct the audit of the Commission's calendar year 2016 operations. Ms. Larsen reported that Mr. Jordan R. Boehm, the accountant assigned to the Commission by the firm, conducted a thorough audit. Due to the short turn-around time frame for the 2016 Commission audit, staff recommends that the Commission engage the firm CliftonLarsonAllen, LLP, again at a cost not to exceed \$25,000. If deemed necessary, staff will conduct a Request for Proposals for the calendar year 2017 audit in mid-2017.

There being no inquiries or discussion, it was moved by Mr. Nelson, seconded by Ms. Russell, and carried unanimously, the firm CliftonLarsonAllen, LLP, was retained to conduct the calendar year 2016 audit.

CORRESPONDENCE AND ANNOUNCEMENTS

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

Mr. Yunker stated that there was no correspondence, but noted that Commission staff along with Mr. Stroik have been working to address the water leak in the building basement. Mr. Stroik gave a brief description of the water leak in the basement and stated that staff has obtained quotes to repair the affected basement wall, as a solution to the leak. These quotes will be discussed at the February 16, 2017, Committee meeting.

Mr. Yunker brought up for discussion the 240 hour vacation accrual limit. He stated that one Commission employee has reached that 240 limit and he would like to allow this employee to accrue up to a maximum of 400 vacation hours. The vacation hours will be addressed in the vacation liability account, and will be payable at retirement. Mr. Yunker also stated this is not a general policy and the Executive Director will inform the Committee of such requests.

The Administrative Committee had no objection.

Mr. Yunker then stated that the Commission had received funding from the U.S. Geological Survey (USGS) to purchase the 2015 LiDAR data obtained by Milwaukee, Ozaukee, Walworth, Washington, and Waukesha

Counties. USGS has slightly different data requirements for the LiDAR, and thus, the original LiDAR data will need to be modified by Commission staff for a modest cost.

Mr. Yunker proposed that any remaining USGS funds available after modification of the data by Commission staff be proportionately returned to the Counties.

The Administrative Committee determined to proportionally return the funds to the appropriate Counties after the completion of the data modification.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:37 p.m. on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Deputy Secretary

JTD/KRY/EAL/dd
#235671
Attachments