

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, September 24, 2009

1:34 p.m.

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

Present:

Excused:

Committee Members:

Adelene Greene, Chair
Thomas H. Buestrin
James Dwyer, Vice-Chairman
Nancy Russell
David L. Stroik
Gustav W. Wirth, Jr.

William R. Drew
Richard A. Hansen
Michael J. Miklasevich
Daniel S. Schmidt

Staff:

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

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Chair Greene called the meeting to order at 1:34 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted for the record that Commissioners Drew, Hansen, Miklasevich, and Schmidt had asked to be excused.

APPROVAL OF MINUTES OF JUNE 25, 2009 MEETING

Chair Greene asked if there were any changes or additions to the June 25, 2009, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on June 25, 2009, were approved as published.

APPROVAL OF DISBURSEMENTS

Chair Greene asked Mr. Yunker to review with the Committee the recent disbursements.

2009 Reporting Period No. 13

Mr. Yunker distributed copies of the Check Register for the 13th financial reporting period of 2009, June 8 to June 21, 2009.

In response to an inquiry by Ms. Russell relative to a payment listed on page 1 of the Register to Café El Sol, Ms. Larsen indicated the payment was for meeting space rental for a regional housing study public meeting.

There being no further discussion, on a motion by Mr. Dwyer, seconded by Mr. Wirth and carried unanimously, the Commission disbursements for the 13th reporting period of 2009 were approved.

Chair Greene, Mr. Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 13th reporting period of 2009 (copy attached to Official Minutes).

2009 Reporting Period No. 14

Mr. Yunker distributed copies of the Check Register for the 14th financial reporting period of 2009, June 22 to July 5, 2009.

In response to an inquiry by Mr. Dwyer relative to a payment listed on page 4 of the Register to the Wisconsin Department of Employee Trust Funds, Ms. Larsen indicated this was the health insurance premium for one month and includes the employees' share of the cost of the health insurance.

There being no further discussion, on a motion by Ms. Russell, seconded by Mr. Buestrin, and carried unanimously, the Commission disbursements for the 14th reporting period of 2009 were approved.

Chair Greene, Mr. Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 14th reporting period of 2009 (copy attached to Official Minutes).

2009 Reporting Period No. 15

Mr. Yunker distributed copies of the Check Register for the 15th financial reporting period of 2009, July 6 to July 19, 2009.

There being no questions or comments, on a motion by Mr. Dwyer, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 15th reporting period of 2009 were approved.

Chair Greene, Mr. Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 15th reporting period of 2009 (copy attached to Official Minutes).

2009 Reporting Period No. 16

Mr. Yunker distributed copies of the Check Register for the 16th financial reporting period of 2009, July 20 to August 2, 2009.

In response to an inquiry by Mr. Wirth relative to the payment listed on page 1 of the Register to Ambassador Steel, Ms. Larsen stated that the items purchased were survey markers and had been

incorrectly coded to office supplies. A correction will be made to reflect the appropriate account code of field supplies.

In response to a question by Mr. Wirth relative to the payment listed on page 3 of the Register to Northwoods, Ms. Larsen indicated this was partial payment for work completed on the new Commission website.

There being no further discussion, on a motion by Ms. Russell, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 16th reporting period of 2009 were approved.

Chair Greene, Mr. Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 16th reporting period of 2009 (copy attached to Official Minutes).

2009 Reporting Period No. 17

Mr. Yunker distributed copies of the Check Register for the 17th financial reporting period of 2009, August 3 to August 16, 2009.

In response to an inquiry by Mr. Wirth relative to the payment listed on page 1 of the Register to Aero-Metric, Inc., Ms. Larsen stated that this payment represents the first of two final payments due for the completion of the 2005 Milwaukee County Automated Mapping and Land Information System (MCAMLIS) topographic digital mapping project with respect to the Marquette Interchange portion of the project.

[Secretary's Note: On December 22, 2004, the Commission and the Milwaukee County Automated Mapping and Land Information System Steering Committee entered into an agreement governing the acquisition of large-scale topographic digital base map files and corresponding six-inch pixel, color digital orthophotography files for Milwaukee County. The majority of this work was completed in 2007, however the final portion of this project was not completed until the Marquette Interchange area highway construction project was finished.]

There being no further questions or comments, on a motion by Mr. Stroik, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 17th reporting period of 2009 were approved.

Chair Greene, Mr. Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 17th reporting period of 2009 (copy attached to Official Minutes).

2009 Reporting Period No. 18

Mr. Yunker distributed copies of the Check Register for the 18th financial reporting period of 2009, August 17 to August 30, 2009.

In response to an inquiry by Mr. Wirth relative to the payment listed on page 1 of the Register to Aero-Metric, Inc., Ms. Larsen stated this was the final payment for the survey transformation project which will aid in converting the horizontal and vertical survey data between the principle survey datums in use in southeastern Wisconsin.

In response to an inquiry by Ms. Greene relative to a payment listed on page 4 of the Register, Ms. Larsen stated a flat amount of postage is purchased for the postage meter on approximately a monthly basis.

Discussion ensued regarding the investigation and possible use of purchasing stamps on-line and affixing the postage at the time the envelope is created. Ms. Larsen indicated that she will explore this option and evaluate whether the current postage process should be changed.

In response to an inquiry by Ms. Russell relative to a payment listed on page 4 of the Register to the Transportation Research Board, Ms. Larsen indicated this payment was for membership to this organization. Mr. Yunker stated the membership was beneficial to the Commission because it provides access to their professional journals and reports.

There being no further questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 18th reporting period of 2009 were approved.

Chair Greene, Mr. Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 18th reporting period of 2009 (copy attached to Official Minutes).

2009 Reporting Period No. 19

Mr. Yunker distributed copies of the Check Register for the 19th financial reporting period of 2009, August 31 to September 13, 2009.

In response to an inquiry by Ms. Russell relative to the payment listed on page 3 of the Register coded as "Depend Care Reimbursement," Ms. Larsen stated that it was a reimbursement for child care expenses paid from an employee's flexible spending account.

In response to an inquiry by Mr. Dwyer relative to the payment listed on page 3 of the Register to "Rev's Pre-Cast Concrete Corp." listed as office supplies, Ms. Larsen noted the invoice was incorrectly coded to office supplies and will be corrected to reflect the proper coding of field supplies.

There being no further questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 19th reporting period of 2009 were approved.

Chair Greene, Mr. Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 19th reporting period of 2009 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING SEPTEMBER 13, 2009

Copies of the Statement of Projected Revenues and Expenditures for the period ending September 13, 2009, were distributed for Committee review. Chair Greene 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 nearly 70 percent of the calendar year. She then noted the following:

1. Federal and State revenue entries remain unchanged from the report presented at the June meeting. With respect to the Wisconsin Department of Natural Resources funding, \$125,000 of the \$180,000 is secure. It is expected the remaining \$55,000 in funds will be forthcoming through a contract amendment later in the year.

2. Service Agreement revenues have been adjusted to reflect work completed to date, and represents an overall decrease of approximately \$47,000 as reported in the September 2009 Treasurers Report. The amount shown for the transportation study decreased \$50,000, due to a shift in staff workload from traffic forecasting for the Wisconsin Department of Transportation to programming U.S. Department of Transportation, American Recovery and Reinvestment Act funding. There was a slight increase in Community Assistance due to monies received to offset expenses incurred in the 2007 Orthophotography program.
3. The expenditure data on the statement reflects 19 reporting periods, or 36 weeks of the calendar year. The projection of expenditures through the end of the year reflects a surplus of about \$234,000, a slight decrease from the September Treasurers Report. The decrease is in part due to payment for a replacement vehicle and the business insurance renewal.
4. The liability, operating, and reserve accounts reported on the statement remain unchanged from the June report and reflect the findings of the 2008 Annual Audit.
5. The Commission had on hand as of September 13, 2009, about \$3.1 million. This includes about \$83,000 of unearned revenue provided to the Commission in advance of expenditures. These funds are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying .33% interest; in several Certificates of Deposit, and in savings and checking accounts at Johnson Bank.

In response to an inquiry by Ms. Russell regarding Certificates of Deposit, Ms. Larsen said that the Certificates of Deposit (CD) are listed in order of the maturity date. In response to an inquiry by Ms. Greene, Ms. Larsen indicated the Investors Bank interest rate is the applicable rate for the current CD.

In response to an inquiry by Mr. Wirth, Ms. Larsen stated that the unemployment expense is paid as it is incurred.

On a motion by Mr. Stroik, seconded by Ms. Russell, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending September 13, 2009, was accepted to be placed on file (copy attached to Official Minutes).

DISCUSSION OF BUSINESS INSURANCE DEDUCTIBLE AND COVERAGE LIMIT OPTIONS

Chair Greene asked Ms. Larsen to review with the Committee the current Commission business insurance and coverage and deductible options.

Ms. Larsen then distributed a spreadsheet listing the components of the Commission's insurance and comparing the cost by component of the 2009-2010 insurance to the 2008-2009 insurance. She noted there was an overall reduction in insurance cost of approximately \$2,400 compared to the previous year (copy attached to Official Minutes). She further noted the spreadsheet indicates current coverage limits and deductible amounts and shows alternative coverage limits and deductible amounts and the attendant increase or decrease in insurance cost.

A discussion then ensued regarding the alternative deductible amounts and coverage limits. Mr. Dwyer recommended decreasing the auto insurance deductible from the current \$1,000 to \$500 resulting in only an additional annual \$68 premium increase. Ms. Larsen responded that the deductible will be changed for the 2010-2011 policy renewal.

Mr. Buestrin and Ms. Russell suggested that staff investigate the amount of insurance cost reduction, if the Commission building had a fire alarm system, smoke detection system, and security system. Ms.

Larsen responded that she would examine the potential reduction in insurance costs, and costs of fire alarm, smoke detection, and security systems.

DISCUSSION OF VEHICLE REPLACEMENT AND PURCHASE CONSIDERATIONS

Chair Green asked Ms. Larsen to review with the Committee the vehicle replacement criteria and possible vehicle purchase considerations.

Ms. Larsen noted current criteria for vehicle replacement include vehicle age of at least two years, mileage exceeding 80,000 miles, and maintenance costs exceeding 25 percent of fleet average. She stated that a vehicle must meet at least two of the three listed replacement criteria. She further stated that replacement vehicles have been purchased from the State of Wisconsin VendorNet system, which provides a significant discount.

Following a discussion, Mr. Wirth suggested that the replacement criterion for total mileage be increased to 100,000 miles and the criterion for vehicle age be increased to four years.

On a motion by Mr. Dwyer, seconded by Mr. Stroik and carried unanimously, the vehicle replacement criteria were amended to be vehicle age of at least four years, vehicle mileage of at least 100,000 miles, and maintenance costs which are greater than 25 percent above the fleet average. Staff also was directed to continue to purchase vehicles from the State of Wisconsin Bureau of Procurement VendorNet System.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there was no correspondence to be brought to the attention of the Committee.

Chair Greene announced that the next Administrative Committee Meeting is scheduled for Thursday, October 22, 2009.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:25 p.m. on a motion by Mr. Stroik, seconded by Mr. Dwyer, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Deputy Secretary

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Attachments