

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, September 29, 2011

1:33 p.m.

SEWRPC Office Building  
Commissioners' Conference Room  
W239 N1812 Rockwood Drive  
Waukesha, Wisconsin 53187-1607

Present:

Excused:

Committee Members:

James Dwyer, Vice-Chairman  
Gilbert B. Bakke  
Thomas H. Buestrin  
Nancy Russell  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Adelene Greene, Chair  
William R. Drew  
John F. Weishan, Jr.

Staff:

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

Executive Director  
Business Manager  
Executive Secretary

#### ROLL CALL

Vice-Chairman Dwyer called the meeting to order at 1:33 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted that for the record Ms. Greene, Mr. Drew, and Mr. Weishan had asked to be excused.

#### APPROVAL OF MINUTES OF JULY 21, 2011, MEETING

Vice-Chairman Dwyer asked if there were any changes or additions to the July 21, 2011, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Bakke, and carried unanimously, the minutes of the Administrative Committee meeting held on July 21, 2011, were approved as published.

#### APPROVAL OF DISBURSEMENTS

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

**2011 Reporting Period No. 15**

Ms. Larsen distributed copies of the Check Register for the 15th financial reporting period of 2011, July 4, to July 17, 2011.

In response to an inquiry by Ms. Russell, relative to a payment on page 3 to Metropolitan Milwaukee Sewerage District, Ms. Larsen explained that this payment is part of an American Recovery and Reinvestment Act Water Quality Management Plan grant that was obtained by the Wisconsin Department of Natural Resources (WDNR). This grant was passed through to the Commission from the WDNR and paid to the Milwaukee Metropolitan Sewerage District (MMSD) via the Commission. This grant was received by the WDNR for the purpose of water quality management planning for the watersheds of the Kinnickinnic River, Wilson Park Creek, Villa Mann Creek, and Holmes Avenue Creek.

Vice-Chairman Dwyer then inquired about whether the Commission charges any administrative fees for processing these types of payments. Ms. Larsen indicated that the Commission does not typically charge a processing fee for the handling of pass-through payments.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 15th reporting period of 2011 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 15th reporting period of 2011 (copy attached to Official Minutes).

**2011 Reporting Period No. 16**

Ms. Larsen distributed copies of the Check Register for the 16th financial reporting period of 2011, July 18, to July 31, 2011.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Deluxe Business Checks, Ms. Larsen stated that this payment was for new checks ordered due to the recent change in the Commission's banking institution.

In response to an inquiry by Vice-Chairman Dwyer, concerning payments to vendors that provide maintenance services on the building infrastructure, such as the Otis Elevator Company, Ms. Larsen stated that general maintenance costs are expensed during the calendar year. There is a building improvement and maintenance account that would be drawn upon should a capital purchase be made, such as a new heating and air conditioning system.

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 16th reporting period of 2011 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 16th reporting period of 2011 (copy attached to Official Minutes).

**2011 Reporting Period No. 17**

Ms. Larsen distributed copies of the Check Register for the 17th financial reporting period of 2011, August 1, to August 14, 2011.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to Hanna Rubber Company, Ms. Larsen stated that this payment was for the purchase of rubber hose that is part of a traffic counter. The hose on the traffic counters the Commission possesses has become worn and dried out, thus the need to

replace the hose. Numerous traffic counters are being utilized during the conduct of the origin and destination study to help obtain a series of traffic counts for the review of travel survey data.

In response to an inquiry by Mr. Wirth, relative to a payment on page 3 to Penske Truck Leasing Co., Ms. Larsen stated that this payment was for the rental of trucks used by Commission staff for work in conducting the ongoing travel origin and destination survey.

In response to an inquiry by Vice-Chairman Dwyer, Ms. Larsen stated that the payment listed on page 3 of the register to Town Bank was a deposit into a newly opened money market account at the bank.

There being no further questions or comments, on a motion by Mr. Bakke, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 17th reporting period of 2011 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 17th reporting period of 2011 (copy attached to Official Minutes).

#### **2011 Reporting Period No. 18**

Ms. Larsen distributed copies of the Check Register for the 18th financial reporting period of 2011, August 15, to August 28, 2011.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Cardmember Services, specifically the entry for "Other Operating Expense," Ms. Larsen stated that this payment was for two employment advertisements placed on Careerbuilder.com, the National Society of Black Engineers and the Society of Hispanic Professional Engineers websites. The Commission posted employment notices for a Transportation Planner/Engineer position and a Transportation Travel Demand Modeler position. Interviews for both of these positions are ongoing at this time.

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 18th reporting period of 2011 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 18th reporting period of 2011 (copy attached to Official Minutes).

#### **2011 Reporting Period No. 19**

Ms. Larsen distributed copies of the Check Register for the 19th financial reporting period of 2011, August 29, to September 11, 2011.

In response to an inquiry by Mr. Schmidt, relative to a payment on page 1 to Department of Workforce Development – Unemployment Insurance (DWD-UI), Ms. Larsen stated that this payment was made due to the extension of unemployment benefits for three employees that were laid off at the end of 2009.

In response to an inquiry by Ms. Russell, Ms. Larsen stated that the Commission pays unemployment benefits as they are incurred.

There being no further questions or comments, on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 19th reporting period of 2011 were approved.

Vice-Chairman Dwyer , Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 19th reporting period of 2011 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING SEPTEMBER 11, 2011**

Copies of the Statement of Projected Revenues and Expenditures for the period ending September 11, 2011, were distributed for Committee review. Vice-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 about 70 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries remain unchanged from the report presented at the July meeting.
2. The water quality and floodland management service agreement revenues have decreased \$109,440 and \$112,100 respectively. These changes have been made to reflect work projects that are expected to be completed in 2012, rather than in 2011 as originally anticipated. In addition, the transportation service agreement revenue has been adjusted to reflect work to be completed by year-end.
3. The liability and reserve accounts reported on the Statement reflect the findings of the 2010 financial audit.
4. The Commission had on hand as of September 11, 2011, approximately \$3.65 million. This includes about \$59,000 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 0.11 percent interest and four money market accounts at various local banks.
5. The current projected surplus as of September 11, 2011, is estimated at \$236,000. However, as noted in the Statement, the surplus does not account for budgeted expenditures not yet incurred in 2011. These include anticipated expenditures for the replacement of aging equipment. With these expenditures, the estimated year-end surplus would be approximately \$100,000.

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 September 11, 2011, was accepted to be placed on file (copy attached to Official Minutes).

### **APPROVAL OF LEASE FOR THE MILWAUKEE COUNTY SATELLITE OFFICE**

Mr. Yunker presented the proposed lease agreement with Milwaukee County for the satellite office located at the Milwaukee County City Campus Building. He noted that there are two offices as part of this lease agreement which will be staffed by Steve Adams of the Commission's Public Involvement and Outreach Division and various other Commission staff. In addition, the Commission will have access to the conference and meeting rooms located in the building for Advisory Committee meetings and public meetings. He noted the lease is for six months with a monthly rental amount of \$758.33, and after six months, the lease continues on a month-to-month basis. The lease includes utilities, furniture, and janitorial service.

In response to an inquiry by Mr. Buestrin, Mr. Yunker stated that there is convenient parking available at this location.

There being no further inquiries and discussion, on a motion by Mr. Buestrin, seconded by Mr. Wirth, and carried unanimously, the lease for the Milwaukee County satellite office was approved (copy attached to Official Minutes).

### **SELECTION OF AUDITOR FOR CALENDAR YEAR 2011**

Vice-Chairman Dwyer asked Ms. Larsen to make a recommendation regarding the selection of the Commission's auditor for the calendar year 2011. Ms. Larsen recommended that the certified public accounting firm of Scrima, Kabitzke & Co., S.C. be retained by the Commission to conduct the audit of the Commission's calendar year 2011 operations. Ms. Larsen reported that given the Commission had gone through a selection process several years ago relative to auditing services, that Mr. Kabitzke has always made himself available to staff throughout the year for questions and meetings, that the Scrima, Kabitzke & Co., S.C. firm has performed well and the cost of the audit performed by Scrima, Kabitzke, & Co., S.C. was substantially below that of other firms, the staff recommends that the Commission engage the Scrima, Kabitzke & Co., S.C. firm again at a cost not to exceed \$15,000.

In response to an inquiry by Mr. Wirth relative to the Commission being audited by the State and Federal government, Mr. Yunker stated that the Commission is periodically audited by various governmental agencies. He said that the Commission was recently audited by the Federal Highway Administration (FHWA).

In response to an inquiry by Mr. Stroik, Mr. Yunker stated that staff had solicited auditor bids in 2004-2005.

There being no further inquiries and discussion, on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the firm of Scrima, Kabitzke & Co., S.C. was retained to conduct the calendar year 2011 audit.

### **CONSIDERATION OF VEHICLE REPLACEMENT**

Ms. Larsen stated that the staff is proposing to replace one Commission vehicle, the 2006 Dodge Caravan. The vehicle currently meets two of the three criteria for vehicle replacement; specifically, the annual maintenance costs exceed the average annual maintenance cost of all Commission vehicles by more than 25 percent and the vehicle is over four years old. She said its mileage is 75,000 miles.

Ms. Larsen noted that the vehicle is used as a "pooled" vehicle in that the staff uses it to attend various meetings throughout the Region and State. It is proposed that a vehicle be purchased with similar passenger and cargo capacity, specifically a 2012 Chevrolet Traverse. The vehicle will be purchased with a State of Wisconsin municipal discount from Ewald Automotive Group, which holds the State contract for automobile purchases. Ms. Larsen stated that the cost to the Commission will be \$21,048, and the list price of this vehicle is \$29,430.

In response to an inquiry by Mr. Dwyer, Ms. Larsen stated that the Commission will trade in the 2006 Dodge Caravan and that the trade in value will be used to offset the purchase price of the vehicle.

There being no further inquiries and discussion, on a motion by Mr. Buestrin, seconded by Ms. Russell, and carried unanimously, the Committee approved the staff to purchase a 2012 Chevrolet Traverse.

## **REPORT ON 2012 HEALTH INSURANCE**

Vice-Chairman Dwyer asked Mr. Yunker to review with the Committee the group medical insurance rates for the calendar year 2012.

Mr. Yunker called the Committee's attention to the Health Insurance Report Ms. Larsen had just distributed. Mr. Yunker noted this report describes the current health insurance plan--the HMO plan option--the Commission participates in with the Wisconsin Department of Employee Trust Funds (WDETf), and noted the premium increase between calendar years 2011 and 2012. This report also reviews an alternative plan, the Deductible HMO plan option, provided through the WDETf. This plan option has a deductible of \$500 for a single health plan and \$1,000 for a family health plan. Mr. Yunker noted that should the Commission move to the Deductible HMO plan option, the Commission would have an estimated annual cost savings of \$77,000. However, this plan would increase the health costs to the employee, who already pays 20 percent of the total healthcare premiums. An alternative would be to offer the Deductible HMO plan option to the employees and establish a Health Reimbursement Account (HRA) plan which would follow IRS regulations and allow for the Commission to reimburse employees the cost of the deductible as it is expended. Choosing the Deductible HMO plan option with an HRA plan would result in a savings of a minimum of \$31,000 to the Commission.

In response to Mr. Buestrin's inquiry concerning the availability of a higher deductible plan option, Ms. Larsen stated that the deductible amounts of \$500 single and \$1,000 family are what is currently offered under the WDETf Deductible HMO plan option.

Vice-Chair Dwyer then described the Waukesha County health plan, the attendant wellness program, and the County's Health Savings Account (HSA). Discussion ensued regarding the advantages of this program and, in particular, the HSA.

Mr. Yunker then stated that under the WDETf regulations, the Commission can offer either the HMO plan option or Deductible HMO plan option, but not both to employees. The Commission must decide which plan is to be offered to the staff by October 1, 2011.

In response to Vice-Chair Dwyer's inquiry, Ms. Larsen stated that the Commission may return to the HMO plan option at this time next year should the Deductible HMO plan option not meet the expectations of the Commission and staff.

There being no further inquiries and discussion, on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the Committee approved the staff to proceed to offer the deductible HMO health plan to the Commission staff for 2012.

## **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there was no correspondence, but there were two announcements to be brought to the attention of the Committee.

Mr. Yunker stated that at the October 20, 2011, Executive Committee meeting the Committee should consider whether action should be taken by the Commission regarding the new concealed carry weapons law.

Mr. Yunker also stated that at the October 20, 2011, Administrative Committee meeting, a grievance procedure will be brought to the Committee for consideration and action.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:46 p.m. on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director

KRY/dad  
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Attachments