

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**ADMINISTRATIVE COMMITTEE**

Thursday, January 19, 2012

1:30 p.m.

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

Present:

Excused:

Committee Members:

James Dwyer, Vice-Chairman  
Thomas H. Buestrin  
William R. Drew  
Nancy Russell  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Adelene Greene, Chair  
Gilbert B. Bakke  
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 1:30 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted for the record that Chair Greene, Mr. Bakke, and Mr. Weishan had asked to be excused.

**APPROVAL OF MINUTES OF NOVEMBER 17, 2011, MEETING**

Vice-Chairman Dwyer asked if there were any changes or additions to the November 17, 2011, meeting minutes.

On a motion by Mr. Wirth, seconded by Ms. Russell, and carried unanimously, the minutes of the Administrative Committee meeting held on November 17, 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. 24**

Ms. Larsen distributed copies of the Check Register for the 24th financial reporting period of 2011, November 7 to November 20, 2011.

In response to an inquiry by Vice-Chairman Dwyer, relative to a payment on page 4, to Speedway SuperAmerica, Ms. Larsen stated that this payment was for gasoline purchased during the month for the Commission's eight vehicles.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Central Office Systems, Ms. Larsen stated that this payment was for the quarterly per-copy charge on the Commission's photocopier equipment. This amount was larger than normal to due printing the Commission's 2010 Annual Report.

Ms. Russell then inquired about the Cardmember Service charge listed on page 1. Ms. Larsen stated that the payment was for a meeting room rental at the Wisconsin State Fair Park for a Regional Housing Plan public meeting.

Ms. Russell further inquired about the payment listed on page 2, to Grimm Book Bindery, Inc. Ms. Larsen explained that the Commission meeting minutes, Advisory Committee meeting minutes, and a copy of each Commission report are bound in hard cover book bindings. Mr. Yunker then noted that these books are kept in the Commission library as a permanent record of all Commission meetings and publications.

In response to Ms. Russell's inquiry relative to Heartlove Kitchen & Banquet, Ms. Larsen stated that this payment was for meeting room rental for a Regional Housing Plan public meeting.

Ms. Russell also inquired about payment to Master Graphics, Inc. Ms. Larsen stated that this expenditure was for the purchase of a new eight color Hewlett Packard plotter to replace one that no longer functions. Mr. Stroik suggested that the staff could in the future consider the alternatives of leasing a plotter or paying for the plotter on a per plot cost basis.

In response to Ms. Russell's inquiry relative to a payment to Total Mechanical, Inc., Ms. Larsen stated that this expense was for service work done to the heating, ventilation, and air conditioning system.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 24th reporting period of 2011 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 24th reporting period of 2011 (copy attached to Official Minutes).

**2011 Reporting Period No. 25**

Ms. Larsen distributed copies of the Check Register for the 25th financial reporting period of 2011, November 21 to December 4, 2011.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Advantage Research, Inc. (ARI), Ms. Larsen stated that ARI is the consultant that was hired to conduct the household survey portion of the regional travel survey.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to the City of Pewaukee, Ms. Larsen stated that a portion of this payment was a payment in lieu of taxes for calendar year 2011.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to The Journal-Sentinel, Ms. Larsen stated that this was payment for placement of a notification of the public meetings for the Regional Housing Plan.

In response to an inquiry by Ms. Russell, relative to a payment on page 3 to ON-SITE, Inc, Ms. Larsen stated that this payment was for temporary staff hired to code the survey results from the external travel survey portion of the regional travel survey.

On the same page, Ms. Russell inquired about payment to Regency Office Products, LLC. Ms. Larsen stated that this payment is for general office supplies.

In response to an inquiry by Ms. Russell, relative to a payment on page 4 to Tapco, Ms. Larsen stated that this payment was for the purchase of traffic counters that will be used during the conduct of the regional travel survey.

In response to Ms. Russell's comment relative to a payment on page 4 to the Village of Pewaukee, Ms. Larsen stated that this payment was reimbursement to the Village of Pewaukee for the balance of funds pertaining to the City of Pewaukee /Village of Pewaukee Consolidation study. The Commission acted as the fiscal agent and facilitator for the Consolidation study. This study has been completed and the balance of funds was returned to the City and the Village.

Ms. Russell also inquired about the payment on page 5 to We Energies. Ms. Larsen confirmed that the amount was the Commission's electric bill for one month.

In response to an inquiry by Mr. Stroik, Ms. Larsen stated that the payment to Geiger Awards was for service award plaques that were presented to Commissioners leaving the Commission in 2011.

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 25th reporting period of 2011 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 25th reporting period of 2011 (copy attached to Official Minutes).

**2011 Reporting Period No. 26**

Ms. Larsen distributed copies of the Check Register for the 26th financial reporting period of 2011, December 5 to December 18, 2011.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Citilabs, Inc., Ms. Larsen stated that this payment was for the annual maintenance agreement on the Cube Voyager travel forecasting modeling software used by the Transportation Division.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to Dell Marketing L.P., Ms. Larsen stated that this was the Commission's annual Microsoft software maintenance and license agreement.

In response to an inquiry by Ms. Russell, relative to a payment on page 5 to Tetra Tech, Inc., Ms. Larsen stated that Tetra Tech, Inc. is a consultant working with Commission staff on a water quality modeling analysis that will address the potential effects of climate change on water quality conditions in the greater Milwaukee watersheds. The Commission received grant funding from the National Oceanic Atmospheric Administration (NOAA) for the conduct of this study.

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 26th reporting period of 2011 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 26th reporting period of 2011 (copy attached to Official Minutes).

#### **2012 Reporting Period No. 1**

Ms. Larsen distributed copies of the Check Register for the 1st financial reporting period of 2012, December 19, 2011, to January 1, 2012.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to the Association of Metropolitan Planning Organizations (AMPO), Ms. Larsen indicated that this payment was for annual AMPO membership dues.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Ewald Automotive Group, Ms. Larsen stated that this was payment for the purchase of a 2012 Chevrolet Traverse. The Traverse is a fleet vehicle and replaces the 2006 Dodge Grand Caravan that had met the Commission's automobile replacement guidelines.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to Leticia Jimenez, Ms. Larsen stated that this was payment for translation services to translate informational brochures on the Regional Housing Plan into Spanish.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to the National Association of Regional Councils, (NARC) Ms. Larsen stated that this payment was for annual NARC membership dues.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 1st reporting period of 2012 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 1st reporting period of 2012 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 1, 2012**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 1 ending January 1, 2012, 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 only one day 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 late in 2011. She noted that with respect to Federal and State Transportation Funds, a final approval letter from the Wisconsin Department of Transportation (WisDOT) has not yet been received; however, no problem is expected in securing the recurring transportation program Federal Highway Administration and Federal Transit Administration revenues. She added that staff is also working with WisDOT to secure the approval of some additional planning funds to assist in the major extension, update, and reevaluation of regional transportation plans. 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 \$65,860 in building program revenues identified in the service agreement column represents the rent to be paid in 2012 by the Commission's tenant, ProHealth Care Medical Associates, Inc.
3. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2010 financial audit. These accounts will be adjusted upon completion of the audit for 2011.
4. The Commission had on hand as of January 1, 2012, approximately \$2.9 million. This includes about \$36,000 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 0.14 percent interest and various money market accounts.

Mr. Yunker added that the Commission has been working with WisDOT and the Federal Highway Administration (FHWA) in an attempt to obtain additional funding for the extension, update, and reevaluation of regional population and employment forecasts, land use plan, and transportation plan. He noted that for the last several years transportation planning funding has been declining. Mr. Yunker noted there would be no matching State funds available, and the Commission will be responsible for the full match. In response to an inquiry by Mr. Dwyer as to the source of the matching funds, Mr. Yunker stated that the match would come from existing local revenues or the Commission's program development fund.

In response to an inquiry by Ms. Russell relative to placing additional funds in local bank money market accounts rather than the State Local Government Investment Pool, which pays a much lower interest rate, Ms. Larsen stated that she is working to accomplish this, but there is a need to retain some funds in the State Local Government Investment Pool for cash flow purposes.

There being no further inquiries or discussion, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 1, 2012, was accepted to be placed on file (copy attached to Official Minutes).

### **CONSIDERATION OF BUILDING REPAIR AND REHABILITATION NEEDS**

Vice-Chairman Dwyer asked Mr. Yunker to review with the Committee the status of the Commission's building repair and rehabilitation needs.

Mr. Yunker reported that the heating, ventilation, and air conditioning (HVAC) system in the original portion of the Commission offices is likely approaching the end of its service life. He noted that Commission staff is investigating a replacement HVAC system. He added that Chairman Stroik has asked his staff to review the HVAC proposal that was submitted by the contractor with respect to reasonableness of costs and the need and desirability of improvements suggested by the contractor. Mr. Yunker noted that the Harwood Engineering staff has been very helpful, and suggested that further work by Harwood Engineering staff on analyzing and refining the contractor's proposal—estimated to be about 10 hours or less—should be reimbursed by the Commission. Mr. Yunker added that Chairman Stroik has also had a structural engineer from his office—at no charge to the Commission—visit the Commission offices to assess a location where the office addition adjoins the original office building and mortar and a brick had deteriorated (A determination was made that there was no structural problem, the problem being a hard mortar joint had been installed adjacent to a metal plate rather than a soft caulk joint.).

Ms. Russell then suggested that staff look into Federal and State programs which provide financial incentives for energy efficient HVAC upgrades.

In response to an inquiry by Mr. Drew relative to the building maintenance cost projections, Mr. Yunker stated that the roof and HVAC replacement projects may have a combined cost of about \$200,000 to \$250,000.

Mr. Yunker stated that the Commission staff has also investigated a keyless entry system for the building. Key fobs or key cards would replace the traditional keyed entry system. He noted that when an employee would leave the Commission staff, their key fob or key card would be deactivated. In addition, staff would be able to monitor entrance to and exit from the building. Staff would also have the ability to lock and unlock doors at specific times each day. Mr. Stroik suggested that staff contact the City of Pewaukee fire department regarding installation of a knox box for the building. The knox box would have a key to the building which the fire department could use should a fire occur.

There being no further discussion, on a motion by Mr. Buestrin, seconded by Mr. Drew, and carried unanimously, to purchase and install a keyed entry system to the Commission building not to exceed \$15,000.

### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there was no correspondence and there were no announcements.

**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. Wirth, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director

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Attachments