

MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
ADMINISTRATIVE COMMITTEE

Thursday, February 16, 2012

1:30 p.m.

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

Present:

Excused:

Committee Members:

Adelene Greene, Chair
James Dwyer, Vice-Chairman
Thomas H. Buestrin
Nancy Russell
Daniel S. Schmidt
David L. Stroik
John F. Weishan, Jr.
Gustav W. Wirth, Jr.

Gilbert B. Bakke
William R. Drew

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 1:30 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted for the record that Mr. Bakke and Mr. Drew had asked to be excused.

APPROVAL OF MINUTES OF JANUARY 19, 2012, MEETING

Chair Greene asked if there were any changes or additions to the January 19, 2012, meeting minutes. Mr. Yunker noted an error in the last sentence under the heading, "Consideration of Building Repair and Rehabilitation" on page 6 of the minutes. He stated that the sentence should have indicated that the Committee had approved installation of a keyless, and not a keyed, entry system in the Commission building. He stated that the change would be made in the Official Minutes of the meeting.

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On a motion by Mr. Dwyer, seconded by Mr. Wirth, and carried unanimously, the minutes of the Administrative Committee meeting held on January 19, 2012, were approved as amended.

APPROVAL OF DISBURSEMENTS

Chair Greene asked Ms. Larsen to review with the Committee the recent disbursements.

2012 Reporting Period No. 2

Ms. Larsen distributed copies of the Check Register for the 2nd financial reporting period of 2012, January 2 to January 15, 2012.

In response to an inquiry by Ms. Russell relative to a payment on page 1 to Central Office Systems Corporation, Ms. Larsen stated that this payment was for a maintenance agreement charged on a per-copy basis for the Commission's color and black-and-white copiers in the Commission's print shop.

In response to an inquiry by Ms. Russell relative to a payment on page 1 to Dell Marketing, Ms. Larsen stated that this payment was for the purchase of high speed computers necessary to the Commission's travel simulation modeling. In response to an inquiry by Mr. Wirth, Mr. Yunker stated that the Commission has a contract with the Wisconsin Department of Transportation to develop traffic projections and analyses for their major projects within the Region. This work has generated approximately \$150,000 to \$250,000 in revenue annually.

In response to an inquiry by Ms. Russell relative to a payment on page 2 to Hunters & Sommers, LLC, Ms. Larsen stated that this was payment for legal advice regarding the Commission's Concealed Carry Policy, the Commission's Grievance Procedure, and establishing a Health Reimbursement Account program.

In response to Ms. Russell's inquiry relative to a payment made to Seiler Instrument & Manufacturing Co., Inc. listed on page 3 of the register, Ms. Larsen stated that the payment was for rental of surveying equipment as the Commission's equipment was in need of repair and waiting for replacement parts.

Ms. Russell also inquired about a payment listed on the same page, made to Mr. Donald P. Simon of the Commission staff. Ms. Larsen explained that Mr. Simon had used his personal credit card for the purchase of a demolition hammer to replace the Commission's hammer that had broken. Mr. Simon was reimbursed for this hammer as it is a necessary tool used in carrying out survey monument placement.

In response to an inquiry by Ms. Russell relative to a payment listed on page 4 to the University of Wisconsin Extension, Ms. Larsen stated that this payment was for the services rendered during the fourth quarter of 2011 by Mr. Gary Korb, the University of Wisconsin-Extension regional planning educator assigned to the Commission staff.

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 2nd reporting period of 2012 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 2nd reporting period of 2012 (copy attached to Official Minutes).

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2012 Reporting Period No. 3

Ms. Larsen distributed copies of the Check Register for the 3rd financial reporting period of 2012, January 16 to January 29, 2012.

In response to an inquiry by Mr. Dwyer relative to a payment on page 2 to Four Seasons Landscape Maintenance, Ms. Larsen confirmed that this expenditure was for snow plowing and salting the Commission building and overflow parking lots during the month of January.

Ms. Russell inquired about the payment to Cardmember Service listed on page 1. Ms. Larsen stated that a portion of this payment was for placing employment ads for an Environmental Stormwater Engineer position on the Society of Hispanic Professional Engineers, and National Society of Black Engineers websites. The other portion of the payment was for the purchase of two transportation related publications for reference use in the Transportation Division.

In response to an inquiry by Ms. Russell relative to the payment listed on page 3 to Sam's Club, Ms. Larsen stated that the Commission purchases break room supplies, such as paper towels, from Sam's Club.

Ms. Russell inquired about the payment listed on page 4 to West Bend Mutual Insurance. Ms. Larsen stated that this amount was the additional insurance premium owed on the new Chevrolet Traverse fleet vehicle the Commission recently purchased.

In response to Ms. Russell's inquiry about the payment listed on page 4 to the Wisconsin Department of Revenue, Ms. Larsen stated that the Commission sells aerial orthophotos and Commission publications to interested parties, some of whom pay sales tax on their purchase. The Commission must transmit these sales tax payments to the Wisconsin Department of Revenue.

There being no further questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 3rd reporting period of 2012 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 3rd reporting period of 2012 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 29, 2012

Copies of the Statement of Projected Revenues and Expenditures for reporting period 3 ending January 29, 2012, 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 only about 10 percent of the new calendar year, and no attempt was made to project expenditures for the year given this very short period of time. She then called attention to the following items:

1. The Federal and State revenue entries remain unchanged from the report presented at the January meeting.

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2. The Service Agreement Revenues remain unchanged from the report presented at the January meeting.
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 29, 2012, approximately \$3.5 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 0.13 percent interest and various money market accounts.

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 January 29, 2012, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF BUILDING REPAIR AND REHABILITATION NEEDS

Chair Greene asked Ms. Larsen to review with the Committee the status of the Commission's building repair and rehabilitation needs.

Ms. Larsen noted that staff was investigating the replacement of the building roof. The building had been built in two sections; the original portion of the building dating to 1987, and the newer portion, added in 1994. There is a need to replace the roof on the older portion of the building, as it is approaching the end of its service life and is showing signs of deterioration.

Ms. Larsen stated that Commission staff had received an initial estimate of \$45,000 to replace the roof on the 1987 portion of the Commission building. Staff then requested three proposals to replace this roof. She then stated that under the State of Wisconsin prevailing wage rate law, a single trade project (which would most likely apply to this roof replacement) would not be subject to a prevailing wage rate determination and the use of prevailing wage rates in construction, if its cost was less than \$48,000 or if the initial estimate for the project was less than \$48,000, and the low bid for the project exceeded the initial estimate by less than 12 percent. Ms. Larsen noted that all of the cost proposals received had exceeded \$48,000, and the lowest cost proposal was only marginally less than the initial cost estimate plus the 12 percent margin.

After a brief discussion, Mr. Weishan made a motion, seconded by Mr. Dwyer, and unanimously carried, to obtain a prevailing wage determination for the roof replacement, to seek final cost proposals using the prevailing wage rates from the three contractors for the replacement of the roof on the original portion of the building, and to obtain as an option cost proposals for the replacement of the roof on the newer portion of the building.

Mr. Yunker noted that with regard to the heating, ventilation, and air conditioning (HVAC) system, staff had met with Mr. Robert Lex of Harwood Engineering Consultants, Ltd. who is presently reviewing the contractor's replacement recommendations and estimated costs. It is expected that within the next month he will provide staff with his recommendations for the HVAC replacement and assessment of the cost estimate.

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CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there was no correspondence. He stated that the Commission building tenant has signed a one year lease extension, with that lease terminating on March 31, 2013.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:55 p.m. on a motion by Mr. Schmidt, seconded by Mr. Dwyer, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

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Attachments