

**MINUTES**  
**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**  
**ADMINISTRATIVE COMMITTEE**

Thursday, November 15, 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  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Adelene Greene, Chair  
Gilbert B. Bakke  
Nancy L. Russell

Staff:

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

Executive Director  
Business Manager  
Executive Secretary

**ROLL CALL**

Vice-Chair 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 Ms. Russell had asked to be excused.

**APPROVAL OF MINUTES OF OCTOBER 18, 2012, MEETING**

Vice-Chair Dwyer asked if there were any changes or additions to the October 18, 2012, meeting minutes.

On a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on October 18, 2012, were approved as published.

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## **APPROVAL OF DISBURSEMENTS**

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

### **2012 Reporting Period No. 21**

Ms. Larsen distributed copies of the Check Register for the 21<sup>st</sup> financial reporting period of 2012, September 24 to October 7, 2012.

In response to an inquiry by Vice-Chair Dwyer relative to payments on pages 3 and 4 to M. M. Schranz Roofing, Inc., Ms. Larsen stated that the cost of the roof has been billed and paid in full; with the payment listed on page 4 as the 10 percent retainage that was held until all contracted work was complete.

In response to Mr. Buestrin's inquiry, Ms. Larsen stated a portion of the \$2,360 payment listed on page 3 was overtime on labor charges that were incurred when Schranz Roofing employees worked a weekend to replace the portion of the roof near the heating, ventilation, and air conditioning (HVAC) unit. This work was coordinated with the weekend HVAC unit replacement by Total Mechanical. The balance of the \$2,360 payment, \$500, was for the installation of a roof hatch safety post.

In response to an inquiry by Vice-Chair Dwyer relative to a payment on page 4 to Total Mechanical, Inc., Ms. Larsen stated that this payment was for the HVAC installation and also included quarterly maintenance.

Responding to a related inquiry by Mr. Buestrin, Ms. Larsen noted that Total Mechanical had completed the HVAC replacement within the contracted budget.

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 21<sup>st</sup> reporting period of 2012 were approved.

Vice-Chair Dwyer, Commission Chairman Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 21<sup>st</sup> reporting period of 2012 (copy attached to Official Minutes).

### **2012 Reporting Period No. 22**

Ms. Larsen distributed copies of the Check Register for the 22<sup>nd</sup> financial reporting period of 2012, October 8 to October 21, 2012.

In response to an inquiry by Mr. Schmidt relative to several rental payments made to various meeting venues, Ms. Larsen confirmed that these payments were for meeting room rental fees for the Regional Housing Plan public meetings.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 22<sup>nd</sup> reporting period of 2012 were approved.

Vice-Chair Dwyer, Commission Chairman Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 22<sup>nd</sup> reporting period of 2012 (copy attached to Official Minutes).

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**2012 Reporting Period No. 23**

Ms. Larsen distributed copies of the Check Register for the 23<sup>rd</sup> financial reporting period of 2012, October 22 to November 4, 2012.

In response to an inquiry by Mr. Schmidt relative to a payment on page 4 to Zilli Hospitality Group, Ms. Larsen stated that this payment was for a large group meeting for a Federally required public transit—human services transit coordination planning effort. Mr. Yunker further explained that this meeting brought together people from the seven counties involved in public transit, specialized transit, and human services for an all day meeting. The Commission hosted the meeting and provided a lunch for the attendees during a break in the meeting.

In response to an inquiry by Mr. Buestrin relative to the payment listed on page 2 of the register to Milwaukee County, Ms. Larsen indicated that the payment was reimbursement to the County for the 20 percent match of the Federal Transit Administration (FTA) Section 5307 planning funds for the year 2012. The Continuing Land Use and Transportation Planning Program budget is in part funded with \$150,000 of Milwaukee urbanized area FTA Section 5307 funds. Milwaukee County applies to FTA for these funds on behalf of the Commission. At Milwaukee County's request, the Commission invoices the County for the \$150,000 of Federal funds and also the necessary 20 percent matching funds of \$37,500 for a total of \$187,500. The Commission then reimburses the County for the \$37,500 of matching funds. Mr. Yunker noted that the Commission will receive in 2013 additional Federal Highway Administration (FHWA) Planning (PL) funds, and will not use FTA Section 5307 funds.

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 23<sup>rd</sup> reporting period of 2012 were approved.

Vice-Chair Dwyer, Commission Chairman Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 23<sup>rd</sup> reporting period of 2012 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING NOVEMBER 4, 2012**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 23 ending November 4, 2012, were distributed for Committee review. Vice-Chair 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 85 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries on the Statement remain unchanged from the report presented at the October meeting.
2. The Service Agreement Revenues have had a slight increase of \$13,000 in the economic development planning program.
3. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of about \$400,000. The surplus may be expected to decline to about \$200,000 throughout the year with payment of items such as the payment to the City of Pewaukee in lieu of taxes, replacement of office equipment, and building maintenance.

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4. The liability, operating, and reserve accounts have been adjusted to reflect the findings of the 2011 financial audit.
5. The Commission had on hand as of November 4, 2012, approximately \$4.2 million. This includes about \$32,000 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 0.19 percent interest, and various money market accounts.

There being no 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 November 4, 2012, was accepted to be placed on file (copy attached to Official Minutes).

#### **REPORT ON ENROLLMENT IN 2013 GROUP MEDICAL INSURANCE PROGRAM**

Vice-Chairman Dwyer asked Ms. Larsen to review with the Committee the enrollment in the group medical insurance program for the calendar year 2013.

Ms. Larsen reported that the Commission obtains medical insurance for staff through the State of Wisconsin, Department of Employee Trust Funds (WDETf) Group Health Insurance Program, and that the Commission employees had completed their choice of health insurance coverage for calendar year 2013. A table summarizing the results of Commission staff's health insurance decisions was distributed for review (copy attached to Official Minutes).

In reviewing this matter with the Committee, Ms. Larsen noted that 56 Commission employees participate in the WDETf insurance program, with 8 employees declining coverage. Once again, most Commission employees have selected United Healthcare as their HMO of choice in 2013, with that plan being one of the two low cost plans of those plans having a substantial presence of providers in the Waukesha area. In addition, 6 employees opted for coverage with other WDETf providers. Overall, the total cost to the Commission of medical insurance for current employees should approximate \$752,930 for the year. Ms. Larsen noted that the Health Reimbursement Account (HRA) amount to be reimbursed to employees is not included in this estimated cost. She added that it is expected that the cost of medical insurance for 2013 will be within the amount budgeted for 2013.

In response to an inquiry by Mr. Drew relative to the Affordable Care Act (ACA), Ms. Larsen stated that to date she has attended one seminar on the ACA and at this point cannot determine the impact the ACA will have on the Commission's medical insurance program.

#### **CORRESPONDENCE/ANNOUNCEMENTS**

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

Mr. Yunker then noted that the Wisconsin Counties Association publishes a monthly magazine, "Wisconsin Counties." In the most recent edition, an article on regional planning was published. He then distributed the article (copy attached to Official Minutes) which included a general description of each of the Wisconsin Regional Planning Commissions (RPCs) and their work. Mr. Yunker noted that copies would be distributed to all Commissioners at the December quarterly meeting, and the staff had additional copies available for each Commissioner at their request.

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**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:17 p.m. on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director

KRY/EAL/dad  
AdminNov12Min (#208123)

Attachments