

MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
ADMINISTRATIVE COMMITTEE

Thursday, January 24, 2013

1:30 p.m.

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

Present:

Excused:

Committee Members:

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

Adelene Greene, Vice-Chair
William R. Drew

Staff:

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

Executive Director
Business Manager
Executive Secretary

ROLL CALL

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 Mr. Drew and Ms. Greene had asked to be excused.

APPROVAL OF MINUTES OF NOVEMBER 15, 2012, MEETING

Chairman Dwyer asked if there were any changes or additions to the November 15, 2012, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on November 15, 2012, were approved as published.

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APPROVAL OF DISBURSEMENTS

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

2012 Reporting Period No. 24

Ms. Larsen distributed copies of the Check Register for the 24th financial reporting period of 2012, November 5 to November 18, 2012.

In response to an inquiry by Mr. Crowley relative to the project description of a payment on page 1 to Dr. Kurt W. Bauer, Ms. Larsen stated that the project description, "local planning matters" is the title of the Project ID number 500-1000. This title also appears in the Commission's Overall Work Program and is thus programmed into the Commission's accounting software. Mr. Yunker further explained that Dr. Bauer, Executive Director-Emeritus, serves as a consultant to the Commission who works with Commission staff on various planning studies and acts as the County Surveyor for four of the seven counties in the Region.

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 is the maintenance cost on a high volume color copier and a high volume black and white copier, both located in the Commission's print shop. Mr. Yunker further indicated that the monthly expense varies as the maintenance contract that the Commission has with Central Office Systems is based on the page count of the copiers for the month.

Ms. Russell then inquired about the next line item also listed on page 1 to Clear-Vu Window Cleaning, Inc. Ms. Larsen explained that two times per year, Clear-Vu Window Cleaning washes both the inside and outside of the Commission building windows.

Ms. Russell inquired about a payment on page 2 of the check register which indicated a travel expense charged to the Commission's credit card. Ms. Larsen stated that a small portion of this payment was for travel expenses, but the balance was for 2012 W-2 forms which should have been coded to office supplies. This will be corrected in the general ledger.

Ms. Russell also inquired about a second payment on page 2 of the check register to Northwoods Software Development, Inc. Ms. Larsen indicated this payment was for one-half of the cost of a software upgrade to the Commission's website. The software upgrade to the website has now been completed and the final invoice is forthcoming.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 24th reporting period of 2012 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 24th reporting period of 2012 (copy attached to Official Minutes).

2012 Reporting Period No. 25

Ms. Larsen distributed copies of the Check Register for the 25th financial reporting period of 2012, November 19 to December 2, 2012.

Mr. Crowley noted that the cover page of this Check Register should be corrected to reflect a total of 5 pages. Ms. Larsen stated that the cover page will be corrected prior to formal filing.

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In response to an inquiry by Ms. Russell relative to payments on page 1 to City of Pewaukee, Ms. Larsen stated that this payment was for the payment of municipal services in lieu of taxes for calendar year 2012.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 25th reporting period of 2012 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 25th reporting period of 2012 (copy attached to Official Minutes).

2012 Reporting Period No. 26

Ms. Larsen distributed copies of the Check Register for the 26th financial reporting period of 2012, December 3 to December 16, 2012.

Mr. Crowley noted that the cover page of this Check Register should be corrected to reflect a total of 5 pages. He also indicated there was a mathematical error on the cover page that also needed to be corrected. Ms. Larsen stated that the cover page will be corrected prior to formal filing.

In response to an inquiry by Mr. Wirth, relative to a payment on page 1 to City of Pewaukee, Ms. Larsen stated that the two invoices on this payment represent the annual fire inspection fee and the fourth quarter water use charges.

In response to an inquiry by Ms. Russell, relative to payment on page 1 made to Brown & Jones Reporting, Inc., Ms. Larsen stated that this is payment for transcripts of a Regional Housing Plan public meeting.

In response to a second inquiry by Ms. Russell, relative to payment on the same page made to Citilabs, Inc., Ms. Larsen stated that this payment was the annual maintenance fee for Cube 6, a travel demand modeling software utilized by the Commission's Transportation Division staff.

In response to an inquiry by Ms. Russell relative to a payment on page 2 to Leticia Jimenez, Ms. Larsen stated that this payment was for Spanish translation services for the regional housing plan and socio-economic impact analysis brochures and newsletters.

In response to an additional inquiry by Ms. Russell relative to a payment on page 3 to McTrans Center, Mr. Yunker stated that this payment was for a software renewal and update for a highway traffic carrying capacity software used by the Commission Transportation Division staff.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 23rd reporting period of 2012 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 26th reporting period of 2012 (copy attached to Official Minutes).

2013 Reporting Period No. 1

Ms. Larsen distributed copies of the Check Register for the 1st financial reporting period of 2013, December 17 to December 30, 2012.

In response to an inquiry by Ms. Russell, relative to payments made in this check register to various organizations under the account description of "library acquisition and dues," Mr. Yunker stated that the expenditures in this account are reviewed and evaluated on an annual basis to determine whether to

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continue membership and/or maintain technical publication subscriptions. Mr. Yunker stated that there are certain periodicals that are essential to Commission staff as they allow for the staff to stay current on planning and engineering practice. In addition, the payments made to the National Association of Regional Councils (NARC) and the Association of Metropolitan Planning Organizations (AMPO) are annual dues. Both of these organizations conduct research and represent regional planning commissions and metropolitan planning organizations at the Federal level. NARC and AMPO were at one time one organization, and efforts are underway to merge the two organizations, thus potentially reducing annual dues.

In response to an inquiry by Ms. Russell, relative to payments on page 2 to Ewald Automotive Group, Ms. Larsen stated that this expense was for the purchase of a new Commission vehicle, specifically a 2013 Chevrolet Silverado which replaced a 2006 Chevrolet Silverado and is to be used for the Commission county surveyor services program in which surveying services are provided to Kenosha, Milwaukee, Ozaukee, Walworth, and Waukesha Counties. She noted the purchase price reflects the State of Wisconsin government pricing and a vehicle trade in.

In response to an inquiry by Ms. Russell, relative to payments on page 2 to Cardmember Service, specifically for travel expense, Ms. Larsen stated that the Commission sent a staff member to the Transportation Research Board Annual Meeting which was held in Washington D.C., and this expense represents airfare and registration.

Ms. Russell also inquired about another payment on page 2 to Four Seasons Landscape Maintenance. Ms. Larsen confirmed that this payment was for plowing and salting the Commission parking lot for the month of December 2012.

In response to an inquiry by Ms. Russell, relative to payment on page 3 to Craig H. Schmidt for building maintenance, Ms. Larsen stated that a painter and drywaller was hired to remove the deteriorating wallpaper and repaint the walls in the reception area. This project is part of the capital improvement project to modify the reception area.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 1st reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 1st reporting period of 2013 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 2013

Copies of the Statement of Projected Revenues and Expenditures for reporting period ending January 2013 were distributed for Committee review. 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 the very beginning 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 2012. She noted that with respect to

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Federal and State Transportation Funds, a final approval letter securing these funds was received in early January from the Wisconsin Department of Transportation (WisDOT). 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 \$71,518 in building program revenues identified in the service agreement column represents the rent to be paid in 2013 by the Commission's tenant, ProHealth Care, Inc.
3. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2011 financial audit. These accounts will be adjusted upon completion of the audit for 2012.
4. The Commission had on hand as of January 1, 2013, approximately \$3.3 million. This includes about \$19,000 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 0.18 percent interest, and various money market accounts.

In response to an inquiry by Mr. Buestrin, Ms. Larsen stated that the anticipated yearend surplus should be approximately \$200,000.

In response to an inquiry by Mr. Crowley, Mr. Yunker stated that the Commission has one tenant; ProHealth Care, Inc. Mr. Buestrin then noted that the Commission tenant was located in the building when the Commission purchased the building.

There being no further inquiries or discussion, on a motion by Mr. Wirth, seconded by Mr. Bakke, and carried unanimously, the Statement of Projected Revenues and Expenditures for January 2013, was accepted to be placed on file (copy attached to Official Minutes).

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 noted that the Commission received its first energy bill since the replacement of the heating ventilation and air conditioning system. He noted that the invoice compares the monthly energy usage and electrical charges to the same month last year with December 2012 being approximately 25 percent colder than December 2011. He then noted that the Commission used about 33 percent less energy in December 2012. Chairman Dwyer suggested that a comparison of energy use and cost savings be made after one calendar year. Mr. Wirth suggested the Commission staff research thermostats that can sense when a room or office is occupied or vacant and automatically manage temperature control.

Mr. Yunker then announced to the Committee that Gary Korb, the University of Wisconsin Extension agent who is under contract and has worked with the Commission for over 30 years, suffered a massive stroke during heart surgery which left his left side without movement. Chairman Dwyer requested that Mr. Korb's mailing address be sent to Committee members.

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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. Wirth, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/EAL/dad
AdminJan13Min (#209210)

Attachments