

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, July 25, 2013

1:30 p.m.

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

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman
Gilbert B. Bakke
Thomas H. Buestrin
Michael A. Crowley
Nancy 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 JUNE 27, 2013, MEETING

Chairman Dwyer asked if there were any changes or additions to the June 27, 2013, meeting minutes. Mr. Yunker noted a correction in the minutes. He indicated that the last sentence under the heading of "Consideration of Business Insurance Renewal" will be modified to state that the staff was approved to renew the business insurance policy for 2013-2014.

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Ms. Russell then stated she would like to revisit the auditor's response to her question posed at the June 27, 2013, meeting questioning why the dollar value of the building and improvements line item on page 6 of the audit report remained the same for the years 2012 and 2011. Mr. Yunker explained that in accordance with standard audit procedures the replacement of the Commission's roof and the heating, ventilation and air conditioning (HVAC) system is not considered an improvement or addition, and as a replacement does not change the dollar value of the building.

On a motion by Mr. Bakke, seconded by Mr. Wirth, and carried unanimously, the minutes of the Administrative Committee meeting held on June 27, 2013, were approved as amended.

APPROVAL OF DISBURSEMENTS

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

2013 Reporting Period No. 14

Ms. Larsen distributed copies of the Check Register for the 14th financial reporting period of 2013, June 17 to June 30, 2013.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Buetow Lighting, Inc., Ms. Larsen stated that this invoice was for the purchase of light bulbs used in the Commission office.

Ms. Russell then inquired about a payment on page 2 to Neopost USA, Inc. Ms. Larsen stated that this payment is for rental of the postage meter from July 2013 through December 2013.

In response to an inquiry by Ms. Russell, relative to a payment on page 3 to ON-SITE, Inc., Mr. Yunker stated that ON-SITE provides temporary staff for encoding and editing travel survey data. This work is expected to be completed by the end of 2013.

In response to an inquiry by Ms. Russell concerning a payment also on page 3 to Staples Business Advantage, Inc., Ms. Larsen stated that the invoice covered by this payment was for supplies related to mailing an amendment to the Summary Report of Planning Report No. 50, *A Regional Water Quality Management Plan Update for the Greater Milwaukee Watersheds – Plan Summary*. This report was mailed to 340 Committee Members, Libraries, interested parties, and representatives of various government entities.

In response to an inquiry by Ms. Russell, relative to a payment on page 3 to M. M. Schranz Roofing, Inc., Mr. Yunker stated that a small leak was occurring near one of the heating, ventilation and air conditioning (HVAC) units located on the newer portion of the building. The HVAC units on this portion of the building were not replaced in 2012, along with the roof replacement. Staff assumed that the leak was due to a roof issue and had Schranz Roofing staff inspect the roof. A small pinhole was found and repaired. However, the leak continued and Schranz staff returned and flooded that area of the roof to determine if there were leaks in the roof. No roof leaks were found. Total Mechanical, Inc., the HVAC contractor, was then contacted, and the HVAC unit near the leak was re-caulked, and to date there has been no water leak in that area. As the leak was not due to the roof replacement, staff determined that the invoice for their time and efforts to resolve this issue should be paid.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 14th reporting period of 2013 were approved.

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Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 14th reporting period of 2013 (copy attached to Official Minutes).

2013 Reporting Period No. 15

Ms. Larsen distributed copies of the Check Register for the 15th financial reporting period of 2013, July 1 to July 14, 2013.

In response to an inquiry by Ms. Russell, concerning a payment on page 3 to Sherwin Williams, Ms. Larsen stated that this invoice was incorrectly coded to the Insurance, Audit, and Legal account, rather than the Building Maintenance account. This correction will be reflected on the General Ledger.

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 14th reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 15th reporting period of 2013 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JULY 14, 2013

Copies of the Statement of Projected Revenues and Expenditures for reporting period 15 ending on July 14, 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 represented about 60 percent of the new 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 June meeting.
2. Service Agreement Revenues remain unchanged from the report presented at the June meeting.
3. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of about \$150,000. The surplus may be expected to decline to less than \$100,000 throughout the year with the payment of items such as the payment to the City of Pewaukee for the payment in lieu of taxes, and replacement of equipment.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2012 financial audit.
5. The Commission had on hand as of July 14, 2013, approximately \$5.0 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 0.08 percent interest, and various money market accounts the end of June.

There being no inquiries or discussion, on a motion by Mr. Bakke, seconded by Mr. Crowley, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending July 14, 2013, was accepted to be placed on file (copy attached to Official Minutes).

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CONSIDERATION OF FLEXIBLE WORK HOURS PROGRAM

Chairman Dwyer asked Mr. Yunker to present to the Committee the proposed flexible work hours policy (copy attached to the Official Minutes).

Mr. Yunker stated that the official Commission office hours will remain 8:00 a.m. to 4:30 p.m. The reception desk, phones, and staff Divisions will remain staffed from 8:00 a.m. to 4:30 p.m. Under the flexible hours policy, staff with approval of their Division Head will be allowed to report to work between 7:00 a.m. and 9:00 a.m., take a one-half hour or one-hour lunch break, and after working eight hours, leave between 3:30 p.m. and 6:00 p.m. He then noted that some staff had expressed an interest in flexible hours to avoid traffic congestion, particularly during the upcoming Zoo interchange reconstruction. He also indicated this flexible work hours policy is of no cost to the Commission, and makes the Commission a more attractive workplace to both current and future employees. He also stated that the Regional Transportation Plan recommends that the Region's employers consider implementing flexible work hours as a means of more efficiently utilizing transportation system capacity, and reducing travel congestion.

During the discussion, Mr. Crowley expressed his agreement with the proposed flexible work hours policy, however, he suggested the program be reviewed at the end of 2013, and thereafter reviewed annually. A short discussion ensued ending with agreement expressed by Committee members with the proposed flexible work hours policy and an annual review of the policy.

On a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the flexible work hours policy was approved with the recommendation to review the policy on an annual basis.

CORRESPONDENCE/ANNOUNCEMENTS

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

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:10 p.m. on a motion by Mr. Stroik, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director