

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, September 26, 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  
Thomas H. Buestrin  
Michael A. Crowley  
William R. Drew  
Nancy Russell  
Daniel S. Schmidt  
Gustav W. Wirth, Jr.

Adelene Greene, Vice-Chair  
Gilbert B. Bakke  
David L. Stroik

#### 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 Ms. Greene, Mr. Bakke, and Mr. Stroik had asked to be excused.

#### APPROVAL OF MINUTES OF JULY 25, 2013, MEETING

Chairman Dwyer asked if there were any changes or additions to the July 25, 2013, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on July 25, 2013, were approved as published.

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## **APPROVAL OF DISBURSEMENTS**

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

### **2013 Reporting Period No. 16**

Ms. Larsen distributed copies of the Check Register for the 16<sup>th</sup> financial reporting period of 2013, July 15 to July 28, 2013.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Cardmember Service and coded to the capital outlay account, Ms. Larsen stated this amount was for the purchase of a paint gun used to re-stripe the Commission's parking lot.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to Federal Express and coded to the building maintenance account, Ms. Larsen stated Federal Express makes the employee nameplates posted at each work area. This payment is for nameplates for two new employees.

In response to an inquiry by Ms. Russell, Ms. Larsen stated the payment on page 3 to Rev's Pre-Cast Concrete Corp., was for concrete survey monuments. She further added that it is not uncommon to purchase a larger number of survey monuments during periods of warmer weather construction months as that is when the survey crew is able to set the most survey monuments. The survey work is conducted under the Commission's County Surveyor Program and the Commission is under contract with Kenosha, Milwaukee, Walworth, Waukesha, and Ozaukee Counties to perform County Surveyor duties.

In response to an inquiry by Mr. Crowley, relative to a payment on page 4 to We Energies, Ms. Larsen indicated a portion of this payment, \$21.00, was for gas usage in the building, with the balance of the payment being the electricity usage for the month of July 2013.

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 16<sup>th</sup> reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 16<sup>th</sup> reporting period of 2013 (copy attached to Official Minutes).

### **2013 Reporting Period No. 17**

Ms. Larsen distributed copies of the Check Register for the 17<sup>th</sup> financial reporting period of 2013, July 29 to August 11, 2013.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Diversified Benefits Services, Ms. Larsen confirmed this was the monthly payment for the administration of the Commission's Health Reimbursement Account (HRA) program.

In response to an inquiry by Ms. Russell, relative to a payment on the same page to Elliott's Ace Hardware, Ms. Larsen stated this payment was for the purchase of an electric drill.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to Facilities Management, Ms. Larsen stated this payment was the monthly rental payment for office space the Commission rents from Milwaukee County at the City Campus building.

In response to an inquiry by Ms. Russell, relative to a payment on the same page to Industrial Towel & Uniform, Ms. Larsen stated this payment was for supplies used in the Commission's print shop.

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In response to an inquiry by Mr. Crowley, relative to a payment on page 3 to Terminal-Andrae, Inc., Ms. Larsen stated this payment was for the installation of additional outdoor lighting for the parking lot on the east side of the Commission building. The additional lighting was requested by the Commission's tenant, Pro Health Care, which has some evening hours of operation.

In response to an inquiry by Mr. Crowley, relative to a payment on page 3 to Total Mechanical, Inc., Ms. Larsen stated that Total Mechanical, Inc., the Commission's heating, ventilation, and air conditioning (HVAC) contractor, replaced cooling sensors and a pump needed to regulate air conditioning in the building.

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 17<sup>th</sup> reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 17<sup>th</sup> reporting period of 2013 (copy attached to Official Minutes).

**2013 Reporting Period No. 18**

Ms. Larsen distributed copies of the Check Register for the 18<sup>th</sup> financial reporting period of 2013, August 12 to August 25, 2013.

In response to an inquiry by Mr. Wirth, relative to a payment on page 1 to AccuNet, Inc., Ms. Larsen stated this vendor provides technical support for the Commission's Solomon Accounting Software.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 18<sup>th</sup> reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 18<sup>th</sup> reporting period of 2013 (copy attached to Official Minutes).

**2013 Reporting Period No. 19**

Ms. Larsen distributed copies of the Check Register for the 19<sup>th</sup> financial reporting period of 2013, August 26 to September 8, 2013.

In response to an inquiry by Mr. Crowley, relative to a payment on page 3 to Total Mechanical, Inc., Ms. Larsen stated that this payment was for the repair of a fan motor blade in a HVAC unit.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to Wisconsin Department of Safety and Professional Services (DSPS), Ms. Larsen stated that this payment was for the State mandated annual inspection of the Commission building elevators.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 19<sup>th</sup> reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 19<sup>th</sup> reporting period of 2013 (copy attached to Official Minutes).

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## **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING SEPTEMBER 8, 2013**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 19 ending on September 8, 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 70 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 have been adjusted to reflect a revised project schedule resulting in an overall decrease of nearly \$93,000. Decreases occurred in the Land Use Planning Program, Water Quality Planning Program, and the Floodland Management Planning Program.
3. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of about \$140,000. 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 September 8, 2013, approximately \$4.4 million. This includes about \$20,000 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 0.07 percent interest, and various money market accounts the end of June.

In response to an inquiry by Chairman Dwyer, concerning why the year-to-date cash on hand is approximately \$800,000 higher than the same date in 2012; Ms. Larsen noted the statement shows a snapshot of cash on hand as of the date of the report for both the current and prior year. There were most likely a number of outstanding receivables as of this report date in 2012, as compared to the current year.

There being no further inquiries or discussion, on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending September 8, 2013, was accepted to be placed on file (copy attached to Official Minutes).

## **SELECTION OF AUDITOR FOR CALENDAR YEAR 2013**

Chairman Dwyer asked Ms. Larsen to make a recommendation regarding the selection of the Commission's auditor for the calendar year 2013. Ms. Larsen recommended that the certified public accounting firm Scrima, Kabitzke & Co., S.C. be retained by the Commission to conduct the audit of the Commission's calendar year 2013 operations. Ms. Larsen reported that given the Commission had gone through a selection process several years ago relative to auditing services, the proposed cost of the audit performed by Scrima, Kabitzke & Co., S.C. was substantially below that of other firms, that Mr. Kabitzke has always made himself available to staff throughout the year for questions and meetings at no cost, and that the firm Scrima, Kabitzke & Co., S.C. has performed well, and always on schedule. The staff

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recommends that the Commission engage the firm Scrima, Kabitzke & Co., S.C. again at a cost not to exceed \$15,700.

There being no further inquiries and discussion, on a motion by Mr. Drew, seconded by Ms. Russell, and carried unanimously, the firm of Scrima, Kabitzke & Co., S.C. was retained to conduct the calendar year 2013 audit.

### **CONSIDERATION OF TUCKPOINTING PROJECT**

Chairman Dwyer asked Ms. Larsen to discuss the tuck-pointing project for the Commission building. Ms. Larsen stated there are sections of the building where the mortar and bricks are cracked and in need of repair. Staff has thus far obtained two quotes; one in the amount of \$49,800 obtained from Pukall Co., Inc., and the second in the amount of \$40,200, from an independent contractor, Steve Patrick. A discussion concerning the specific details of each quote ensued.

In response to an inquiry by Mr. Buestrin, Ms. Larsen stated this work should be completed prior to winter, as there are several bricks that have cracked. She noted that either contractor will check the entire building using a lift truck and have included re-caulking in their quotes. Staff will ask each vendor to match all bricks that are in need of replacing.

In response to inquiries by Chairman Dwyer, Ms. Larsen indicated that she will follow-up with both contractors to obtain more information concerning the tuck-pointing procedure and will also ask for the quote to include a cost not to exceed amount, and to ensure the contractor is insured and bonded. In addition, the selected contractor will be asked to provide a certificate of insurance with the Commission named as an insured.

It was also recommended by Chairman Dwyer that Mr. Stroik be contacted as a reference due to his expertise in building construction. Ms. Russell then expressed concern that timing is crucial in obtaining these bids and on completing the work prior to winter. She suggested the Committee consider approving the Commission staff to select the best contractor that meets the budget and criteria.

There being no further inquiries or discussion, on a motion by Ms. Russell, seconded by Mr. Crowley, and carried unanimously, the Commission staff was authorized to select the best tuck-pointing contractor at a cost not to exceed \$55,000 based on obtaining two additional bids; and when the contractor is selected, that contractor provide proof of insurance.

### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there was no correspondence, but there was communication with the University of Wisconsin-Extension (Extension), and asked Ms. Larsen to provide an update. Ms. Larsen noted the Commission received an invoice from the Extension for Mr. Korb's mileage in December 2012. The receipt of this invoice prompted Ms. Larsen to call the Extension office to inquire about the status of the 2001 Contract with the Extension, including the most recent Amendment where the Extension proposed in late January 2013 to assign Mr. Korb to the Commission staff after he had suffered a stroke. She stated she inquired about the Commission's May 16, 2013, notice sent to the Extension terminating the aforementioned 2001 contract. The 2001 contract calls for a 120 day notice of termination prior to the beginning of a calendar year.

Ms. Larsen went on to report she spoke with Mr. Daniel Malacari of the Extension staff, and he indicated there had been numerous attempts to contact Mr. Yunker concerning Mr. Korb's contract, and

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furthermore, the Extension was under the assumption that the Commission would pay for six months of the 2013 contract. Mr. Yunker stated that he had not been contacted via phone, e-mail, or mail, nor had staff given indication to the Extension that the Commission would pay for six months of the contract. In fact, Mr. Yunker and Ms. Larsen had conversations with Extension staff where it was indicated the Commission would not be billed for Mr. Korb's time in 2013 as there were not any billable hours by Mr. Korb; and in as much as no other Extension staff had been assigned to the Commission, no liability for 2013 has been incurred, thus no invoice would be sent. A discussion then ensued.

In response to an inquiry by Mr. Crowley, Ms. Larsen stated that the invoice total was for Mr. Korb's mileage for the month of December 1 through 31, 2012, and was \$668. Mr. Yunker stated that staff will request documentation for the mileage billing. Mr. Yunker added staff is attempting to contact Extension staff to resolve the contract issue and will provide an update at the October Committee meeting.

[Secretary's Note: Documentation has been received itemizing the \$668 mileage invoice. It should be noted this invoice represents Mr. Korb's mileage and travel related expenditures for the months of October through December 2012.]

Ms. Larsen announced that at the October Administrative Committee meeting the Committee will be reviewing the purchase of a new vehicle to replace the Ford Freestar mini-van, which has now met the criteria for replacement.

In addition, a telephone software and equipment upgrade proposal will be brought to the Committee at the October meeting. Mr. Wirth recommended staff retain an information technologies consultant to review the telephone software and equipment upgrade quote. Ms. Larsen indicated she would contact Mr. Eric Stelter, a consultant who has previously reviewed the Commission's information technology strategies.

## **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. Schmidt, seconded by Mr. Crowley, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director

KRY/EAL/dad  
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