

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, November 14, 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  
David L. Stroik

Gilbert B. Bakke  
Adelene Greene, Vice-Chair  
Gustav W. Wirth, Jr.

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

#### APPROVAL OF MINUTES OF OCTOBER 24, 2013, MEETING

Chairman Dwyer asked if there were any changes or additions to the October 24, 2013, meeting minutes.

On a motion by Mr. Drew, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on October 24, 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. 22**

Ms. Larsen distributed copies of the Check Register for the 22<sup>nd</sup> financial reporting period of 2013, October 7 to October 20, 2013.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Card Member Services, Ms. Larsen stated a portion of this payment, \$300, was paid to SurveyMonkey.com, which was used to set up and conduct on-line VISION 2050 surveys. A second \$300 payment was made to the Washington County Fairgrounds for meeting room rental for a VISION 2050 workshop.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 22<sup>nd</sup> reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 22<sup>nd</sup> reporting period of 2013 (copy attached to Official Minutes).

### **2013 Reporting Period No. 23**

Ms. Larsen distributed copies of the Check Register for the 23<sup>rd</sup> financial reporting period of 2013, October 21, to November 3, 2013.

There being no questions or comments, on a motion by Ms. Russell, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 23<sup>rd</sup> reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 23<sup>rd</sup> reporting period of 2013 (copy attached to Official Minutes).

## **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING NOVEMBER 3, 2013**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 23 ending on November 3, 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 90 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 October meeting.
2. Service Agreement Revenues remain unchanged from the report presented at the October meeting.
3. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of approximately \$85,000. The surplus may be expected to decline to less than \$50,000 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 the automobile replacement.

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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 November 3, 2013, approximately \$4.46 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 0.09 percent interest, and various money market accounts the end of October.

There being no inquiries or discussion, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending November 3, 2013, was accepted to be placed on file (copy attached to Official Minutes).

### **CONSIDERATION OF VEHICLE REPLACEMENT**

Ms. Larsen stated that the staff is proposing to replace one Commission vehicle, the 2005 Ford Freestar van. The vehicle will meet two of the three criteria for vehicle replacement at the time of replacement; total mileage in excess of 100,000 miles; and, the vehicle is more than four years old. She stated the mileage of the Ford Freestar Van is nearly 100,000 miles, and the vehicle is eight years old.

Ms. Larsen noted that the proposed vehicle for replacement will be specifically used as a “pooled” vehicle in that the Commission staff will use it for attending various meetings throughout the Region and State. It is proposed that a vehicle be purchased with similar passenger and cargo capacity, specifically a 2014 Chevrolet Traverse. The vehicle will be purchased with a State of Wisconsin municipal discount from Ewald Automotive Group, which holds the State contract for automobile purchases. Ms. Larsen stated that the cost to the Commission will be \$23,376, and the list price of this vehicle is \$30,798. She then noted that the staff also requested a bid on a Ford Flex with that cost being \$27,219. Mr. Yunker also noted that the Ford Flex has less cargo space and seating capacity than the Chevrolet Traverse.

After a short discussion, on a motion by Mr. Buestrin, seconded by Mr. Stroik, and carried unanimously, the Commission staff was authorized to purchase the aforementioned 2014 Chevrolet Traverse.

### **REPORT ON ENROLLMENT IN 2014 GROUP HEALTH INSURANCE PROGRAM**

Chairman Dwyer asked Ms. Larsen to review with the Committee the enrollment in the group medical insurance program for the calendar year 2014.

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 2014. 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 60 Commission employees participate in the WDETf insurance program, with six employees declining coverage. Once again, most Commission employees—47— have selected United Healthcare as their HMO of choice in 2014, with that plan being one of the four qualified (lowest cost) health plans available to Commission employees, the others being the WEA Trust PPO, Dean Health Plan, and Anthem Blue HMO. In addition, 13 employees opted for coverage with the other three qualified plans. Overall, the total cost to the Commission of medical insurance for current employees should approximate \$811,000 for the year. Ms.

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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 2014 will be well within the amount budgeted for 2014.

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there was no correspondence, but asked Ms. Larsen to update the Committee on the Commission telephone system upgrade. Ms. Larsen then noted the Commission's phone system was installed in 1987 and has been upgraded twice; once in 1998 and again in 2003. Both upgrades were software upgrades. The equipment has not been upgraded since the original 1987 install. She indicated the proposed upgrade will include a \$10,000 software upgrade, a \$50,000 equipment upgrade, and \$10,000 for installation and staff training. She stated this upgrade will include a new receptionist operator attendant console, paging capabilities, and the ability to implement direct dial phone numbers for all staff.

Ms. Larsen indicated she had discussed the telephone upgrade with the recommended technology consultant. He had indicated that the Avaya system was an excellent system, the price quoted for the system was reasonable, and the vendor the staff was working with is very good. He had further noted that there may be other systems suitable for an operation the size of the Commission, which would provide some capital cost savings.

Ms. Larsen stated that given the Avaya system has been extremely reliable and cost efficient throughout the years—specifically, only two upgrades (one for Y2K) over 26 years—staff would like to move forward with the upgrade as approved at the October Commission meeting. Mr. Yunker emphasized the importance of the Commission having a reliable phone system.

Ms. Larsen gave a brief update on the Commission building tuckpointing project. She stated staff will work with Harwood Engineering Consultants, Ltd., to prepare a set of specifications and request for proposals to be sent to the companies that had previously provided a quote. This project will begin in the spring of 2014.

Mr. Yunker gave an update on the current Title VI complaint filed by the American Civil Liberties Union (ACLU) of Wisconsin, along with other parties, regarding the recent selection of projects for Federal Highway Administration Surface Transportation Program-Milwaukee Urbanized Area funding by the Advisory Committee on Transportation System Planning and Programming for the Milwaukee urbanized area.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:18 p.m. on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director

KRY/EAL/dad  
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