

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, September 25, 2014

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
Adelene Greene, Vice-Chair
Gilbert B. Bakke
Thomas H. Buestrin
Michael A. Crowley
William R. Drew
Nancy Russell
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

Staff:

Kenneth R. Yunker	Executive Director
Michael G. Hahn	Deputy Director
Elizabeth A. Larsen	Business Manager
Debra A. D'Amico	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 all Administrative Committee members were present.

APPROVAL OF MINUTES OF AUGUST 21, 2014, MEETING

Chairman Dwyer asked if there were any changes or additions to the August 21, 2014, meeting minutes.

On a motion by Mr. Bakke, seconded by Mr. Drew, and carried unanimously, the minutes of the Administrative Committee meeting held on August 21, 2014, were approved as published.

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APPROVAL OF DISBURSEMENTS

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

2014 Reporting Period No. 18

Ms. Larsen distributed copies of the Check Register for the 18th financial reporting period of August 11, 2014 to August 24, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 1 made to AccuNet, Inc., Ms. Larsen stated this is the annual maintenance agreement payment for technical support and software upgrades for the Commission's Microsoft Dynamics Accounting Software.

In response to an inquiry by Ms. Russell relative to a payment on the same page made to Ben Meadows Company, Inc., Ms. Larsen stated that the payment was for flags and flagging tape used for wetland stakings.

In response to an inquiry by Ms. Russell relative to a payment on page 2 made to Central Office Systems, Corp., Ms. Larsen stated that a color copier was purchased to replace an aging black and white copier on the first floor of the Commission building.

In response to an inquiry by Mr. Wirth, Ms. Larsen stated the maintenance costs on the copiers are billed on a cost per page basis with that page cost being set for two years. The page cost for this copier is \$0.0496 per page for a color copy and \$0.0085 per page for a black and white copy. The page costs include toner replacement and service calls.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Ms. Greene, and carried unanimously, the Commission disbursements for the 18th reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 18th reporting period of 2014 (copy attached to Official Minutes).

2014 Reporting Period No. 19

Ms. Larsen distributed copies of the Check Register for the 19th financial reporting period of August 25 to September 7, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 1 made to Chicago Title Insurance Co., Ms. Larsen stated that this was a pass-through expense incurred in the administration of the Village of Shorewood business improvement fund.

In response to an inquiry by Ms. Russell relative to a payment on page 4 made to Union Pacific Railroad, Ms. Larsen stated the railroad had billed the Commission for costs incurred in providing a flag person at a monument replacement in Milwaukee County that was within the railroad right of way.

In response to Ms. Russell's comment relative to a payment on page 3 made to Rev's Pre-Cast Concrete Corp., Ms. Larsen stated that this payment was for 19 concrete survey monuments purchased in July and August.

In response to an inquiry by Mr. Stroik, Mr. Yunker stated an average annual cost to purchase concrete monuments is included in each of the five County Surveyor contracts.

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In response to Chairman Dwyer's inquiry regarding payment to Whitlow Security Specialists, Ms. Larsen stated that this payment was for the purchase of additional key fobs used by staff to enter the building.

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 19th reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 19th reporting period of 2014 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING SEPTEMBER 7, 2014

Copies of the Statement of Projected Revenues and Expenditures for reporting period 19 ending on September 7, 2014, 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 just over 70 percent of the calendar year. She then called attention to the following items:

1. The Federal revenue entries on the Statement remain unchanged from the report presented at the August meeting. WisDOT revenue has increased \$40,000 due to the use of 2013 STP-M carryover monies to fund a portion of the 2015 Aerial Orthophotography program.
2. The Service Agreement Revenues have increased nearly \$100,000 from the report presented at the August meeting due to a greater number of service agreement projects projected to be completed in 2014 than anticipated.
3. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of about \$76,000. Payment to the City of Pewaukee for the payment in lieu of taxes and the replacement of a vehicle have yet to be made in 2014.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2013 financial audit.
5. The Commission had on hand as of September 7, 2014, approximately \$5.2 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 as of the end of August.

In response to an inquiry by Ms. Russell, Ms. Larsen stated the payment in lieu of taxes to the City of Pewaukee is not expected to be greater than \$13,000 for calendar year 2014.

There being no further inquiries or discussion, on a motion by Mr. Drew, seconded by Mr. Bakke, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending September 7, 2014, was accepted to be placed on file (copy attached to Official Minutes).

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UPDATE ON BUILDING TUCKPOINTING PROJECT

Chairman Dwyer called on Ms. Larsen to update the Committee on the Commission building tuckpointing project. Ms. Larsen stated that a kickoff meeting was held on Thursday, September 25th, between staff, Harwood Engineering, and Berglund Construction Company, to discuss the project logistics plan and schedule.

The project will start on Friday, October 3rd, beginning with jobsite mobilization, and the tuckpointing starting on Monday, October 6th. The work is scheduled to be completed by Friday, November 15th, barring any unforeseen weather delays.

In response to an inquiry by Chairman Dwyer, Ms. Larsen stated that Commission staff will work to ensure the building tenant and their clients are not inconvenienced in any way.

In response to an inquiry by Ms. Russell, Mr. Stroik stated the contractor has set up an approximate tuckpointing schedule for each side of the building, however, there was no particular reason for starting the project on the west side of the building. He also stated that this work schedule may adjust due to weather conditions.

CORRESPONDENCE/ANNOUNCEMENTS

Chairman Dwyer asked if there was any correspondence or announcements. Mr. Yunker noted that We Energies had recently been called due to a natural gas smell reported after business hours. We Energies detected no gas leak after inspecting both the inside and outside of the building

In response to an inquiry by Mr. Buestrin, Mr. Yunker stated the current Pro Health Inc. lease expires March 31, 2015. Pro Health Inc. must notify the Commission by December 31, 2014, of their intent to renew the lease for two additional years through March 31, 2017. Staff has contacted Pro Health Inc. to determine their intent to renew, but has not yet received a response.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:53 p.m. on a motion by Ms. Greene, seconded by Mr. Drew, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker
Executive Director