

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**ADMINISTRATIVE COMMITTEE**

Thursday, January 22, 2015

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  
Charles L. Colman  
Michael A. Crowley  
William R. Drew  
Nancy Russell  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Thomas H. Buestrin  
Peggy M. Shumway

Staff:

Kenneth R. Yunker  
Michael G. Hahn  
Elizabeth A. Larsen  
Debra A. D'Amico

Executive Director  
Deputy Director  
Assistant Director-Administration  
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 Thomas H. Buestrin, and Peggy L. Shumway asked to be excused.

**APPROVAL OF MINUTES OF NOVEMBER 13, 2014, MEETING**

Chairman Dwyer asked if there were any changes or additions to the November 13, 2014, meeting minutes.

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On a motion by Mr. Wirth, seconded by Mr. Drew, and carried unanimously, the minutes of the Administrative Committee meeting held on November 13, 2014, were approved as published.

#### **APPROVAL OF DISBURSEMENTS**

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

#### **2014 Reporting Period No. 24**

Ms. Larsen distributed copies of the Check Register for the 24<sup>th</sup> financial reporting period of November 3, 2014 to November 16, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 1 made to Berglund Construction Company, Ms. Larsen stated this payment was for the building tuckpointing project.

In response to an inquiry by Ms. Russell relative to a payment on page 2 made to J. F. Ahern Company for building maintenance, Ms. Larsen stated this payment is for the annual maintenance of 12 fire extinguishers located throughout the Commission building.

In response to an inquiry by Ms. Russell relative to a payment on page 3 made to Neopost USA Inc., Ms. Larsen stated this is the annual electronic transfer fee for the Commission's postage meter. The postage meter is only able to have postage funds replenished via electronic funds transfer.

In response to an inquiry by Mr. Colman concerning a payment made to the Hmong/American Friendship Association, Mr. Yunker stated that this organization is one of eight community groups that have partnered with the Commission to host public meetings for the VISION 2050 outreach effort. Mr. Yunker then stated that as part of the Year 2050 Regional Land Use and Transportation Plan outreach, the Commission contracted with eight community groups to host five meetings between November 2013 and December 2015. These meetings are used to reach out to minority and low income populations. The seven remaining groups that have contracted with the Commission are Urban Economic Development Association, Urban League of Racine and Kenosha, Milwaukee Urban League, Independence First, Inc., Ethnically Diverse Business Coalition, Southside Organizing Committee, and Southeastern Wisconsin Common Ground.

There being no further questions or comments, on a motion by Ms. Greene, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 24<sup>th</sup> reporting period of 2014 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 24<sup>th</sup> reporting period of 2014 (copy attached to Official Minutes).

#### **2014 Reporting Period No. 25**

Ms. Larsen distributed copies of the Check Register for the 25<sup>th</sup> financial reporting period of November 17 to November 30, 2014.

In response to an inquiry by Mr. Crowley relative to a payment on page 1 made to Dell Marketing, Ms. Larsen stated that this payment was for the purchase of a laptop computer.

In response to an inquiry by Mr. Schmidt relative to a payment on page 1 made to the City of Pewaukee, Ms. Larsen stated that this is the payment in lieu of taxes (PILOT) that is made annually to the City. Mr. Yunker recalled that the Commission agreed to make an annual PILOT payment to the City.

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In response to an inquiry by Ms. Russell relative to a payment on page 2 made to Facilities Management, Ms. Larsen stated that this payment was for monthly rent to Milwaukee County for a Commission satellite office located in the Milwaukee County City Campus building. Mr. Yunker noted that this was the last rental payment due to Milwaukee County, as the County has determined to demolish the City Campus building. Commission staff will be relocating the satellite office to an office space within the Urban Economic Development Association of Wisconsin offices located in the City of Milwaukee.

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 25<sup>th</sup> reporting period of 2014 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 25<sup>th</sup> reporting period of 2014 (copy attached to Official Minutes).

**2014 Reporting Period No. 26**

Ms. Larsen distributed copies of the Check Register for the 26<sup>th</sup> financial reporting period of December 1 to December 14, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 2 made to Erffmeyer & Son Co., Inc., Ms. Larsen stated that this payment was for the purchase of staff service awards. Commission staff receive either a lapel pin or a tie clip at 10 years and 25 years of service.

In response to an inquiry by Ms. Russell relative to a payment on page 3 made to Northwestern Mutual Life Insurance Company, Mr. Yunker stated that over 30 years ago a deferred compensation plan was established as a means to retain key staff. He stated that he is the only employee left on the plan.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Ms. Greene, and carried unanimously, the Commission disbursements for the 26<sup>th</sup> reporting period of 2014 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 26<sup>th</sup> reporting period of 2014 (copy attached to Official Minutes).

**2015 Reporting Period No. 1**

Ms. Larsen distributed copies of the Check Register for the 1<sup>st</sup> financial reporting period of December 15, 2014 to December 28, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 1 made to Artist and Display, Ms. Larsen stated that this payment was for the purchase of the remaining stock of foam board from Artist and Display as the company is going out of business.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 1<sup>st</sup> reporting period of 2015 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 1<sup>st</sup> reporting period of 2015 (copy attached to Official Minutes).

**2015 Reporting Period No. 2**

Ms. Larsen distributed copies of the Check Register for the 2<sup>nd</sup> financial reporting period of December 29, 2014 to January 11, 2015.

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In response to an inquiry by Mr. Colman concerning the payment on page 1 to Ewald Automotive Group, Ms. Larsen stated that this payment was for the purchase of a 2015 Ford Explorer. This purchase was approved at the November 13, 2014, Committee meeting and replaced a 2007 Chevrolet Suburban. Ms. Larsen further explained the Commission has eight vehicles, including one assigned to the Executive Director and seven available for staff use. All vehicles have been purchased using the State contract for vehicle purchases. Currently the Ewald Automotive Group holds that contract.

In response to an inquiry by Ms. Russell relative to a payment on page 2 made to Olim, LLC, Ms. Larsen stated that this was for the purchase of computer equipment to be used with the Commission's computer network.

In response to an inquiry by Ms. Russell relative to a payment on page 3 made to Transportation Development Association, Ms. Larsen stated that this payment was for 2015 Association dues.

In response to an inquiry by Mr. Colman relative to a payment on page 4 made to Zimmerman Architectural Studios, Inc., Ms. Larsen stated that this payment was for consulting services during the tuckpointing project. The Commission contracted with Zimmerman Architectural Studios, Inc., to develop the request for proposal for the building tuckpointing bids, to determine the selection process for the contractor for the tuckpointing project, and then to oversee and manage the tuckpointing project.

There being no further questions or comments, on a motion by Ms. Greene, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 2<sup>nd</sup> reporting period of 2015 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 2<sup>nd</sup> reporting period of 2015 (copy attached to Official Minutes).

## **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 11, 2015**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 1 ending on January 11, 2015, 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 2014. She noted that with respect to Federal and State Transportation Funds, a final approval letter securing these funds was received in late December 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

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building program revenues identified in the service agreement column represents the rent to be paid in 2015 by the Commission's tenant, ProHealth Care, Inc.

3. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2013 financial audit. These accounts will be adjusted upon completion of the audit for 2014.
4. The Commission had on hand as of January 11, 2015, approximately \$4.75 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.

Mr. Yunker then noted that under the Revenue Total Column the Total and Budget columns have a difference of \$1.14 million. The Budget column represents the Commission Budget that was approved in June 2014 while the Total column represents the approved 2015 Overall Work Program (OWP). The difference between the numbers is largely due to the addition of obtaining LiDAR elevation data under the 2015 Regional Aerial Orthophotography Project.

In response to an inquiry by Mr. Wirth, Mr. Yunker stated that the Commission is working to potentially obtain some United States Geological Survey funding to assist the Counties with the cost of obtaining LiDAR elevation data.

Mr. Wirth then inquired as to which Counties are obtaining the 6-inch pixel orthophoto and the 3-inch pixel orthophoto and at what altitude is the plane required to fly to obtain the LiDAR data, the 3-inch pixel orthophotos, and the 6-inch pixel orthophotos.

Secretary's Note:

The flight altitude for acquisition of aerial photography varies according to the resolution of the required orthophotography product. For 6-inch pixel resolution orthophotos, the project contractor Quantum Spatial will fly at an elevation of approximately 7,000 feet above mean terrain. For the 3-inch pixel resolution orthophotos and oblique photos in Kenosha and Milwaukee Counties, the project contractor Pictometry will fly at an elevation of approximately 2,500 feet above mean terrain. LiDAR data for the five counties of Milwaukee, Ozaukee, Walworth, Washington, and Waukesha will be flown by project contractor Quantum Spatial at an elevation of approximately 5,200 feet above mean terrain.

2015 Orthophotography for the Region will be prepared for two distinct project areas:

1. Ozaukee, Racine, Walworth, Washington, and Waukesha Counties will acquire color, 6-inch pixel resolution orthophotography prepared to one-inch-equals-100-feet scale accuracy by Quantum Spatial, Inc. of Sheboygan, WI. These counties will not acquire oblique photography.
2. Kenosha and Milwaukee Counties will acquire color, 3-inch pixel resolution orthophotography prepared to one-inch-equals-50-feet scale accuracy by Pictometry International Corp. of Rochester, NY. These two counties will also obtain color oblique aerial photography to complement the orthophotography.

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There being no further inquiries or discussion, on a motion by Mr. Drew, seconded by Mr. Crowley, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 11, 2015, was accepted to be placed on file (copy attached to Official Minutes).

#### **FINAL REPORT ON BUILDING TUCKPOINTING PROJECT**

Chairman Dwyer called on Ms. Larsen to update the Committee on the final work completed on the Commission building tuckpointing project. Ms. Larsen stated most of the tuckpointing work was finished in late December. Berglund Construction will return in the spring to complete a few minor details. Final payment will be withheld until all work is completed.

In response to an inquiry by Ms. Russell, Ms. Larsen stated that the building improvement and maintenance account was used to pay for the costs of the tuckpointing project. Mr. Yunker then noted that the initial cost estimate for this project was \$150,000, and the total cost of the project is now expected to approximate \$170,000.

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Chairman Dwyer asked if there was any correspondence or announcements.

Mr. Yunker reported that there was no correspondence and then announced that ProHealth Care, the Commission's tenant, has exercised their option to renew their lease for an additional two years. He added that they indicated they may only be interested in occupying the space for another six to nine months. Mr. Yunker then noted that the U.S. Army Corps of Engineers is also potentially interested in the tenant space and have met with Commission staff and walked through the tenant space. Staff will work to coordinate a workable lease arrangement between ProHealth Care and the U.S. Army Corps of Engineers, if both parties would be agreeable to such an arrangement.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:15 p.m. on a motion by Mr. Stroik, seconded by Mr. Drew, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director