

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, March 26, 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
Thomas H. Buestrin
Charles L. Colman
Michael A. Crowley
Nancy Russell
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

Adelene Greene, Vice-Chair
William R. Drew
Peggy M. Shumway

Staff:

Kenneth R. Yunker
Michael G. Hahn
Elizabeth A. Larsen

Executive Director
Deputy Director
Assistant Director-Administration

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, Ms. Greene, and Ms. Shumway, asked to be excused.

APPROVAL OF MINUTES OF FEBRUARY 26, 2015, MEETING

Chairman Dwyer asked if there were any changes or additions to the February 26, 2015, meeting minutes.

On a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the minutes of the Administrative Committee meeting held on February 26, 2015, were approved as published.

(Administrative Committee)
March 26, 2015

APPROVAL OF DISBURSEMENTS

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

2015 Reporting Period No. 5

Ms. Larsen distributed copies of the Check Register for the 5th financial reporting period of February 9 to February 22, 2015.

In response to an inquiry by Mr. Dwyer relative to a payment on page 1, to Block Iron & Supply Company, Inc., Ms. Larsen stated that this was for the purchase and installation of the outside entry door on the northeast side of the building.

In response to an inquiry by Mr. Crowley, relative to a payment on page 3, Ms. Larsen stated that this payment was for Ms. Kletti's attendance at the annual meeting of the American Water Resources Association. A total of six staff members attended this annual meeting in Madison.

In response to an inquiry by Ms. Russell, relative to a payment on page 1, to Cardmember Services, Ms. Larsen stated that this payment was for two Natural Resources staff members to attend wetland delineation training classes. Mr. Yunker noted that in prior years when Dr. Donald Reed was on the staff, as he had essentially developed the field of wetland delineation, no staff wetland delineation certification was necessary. Since Dr. Reed has now retired, wetland delineation certification for the staff is now necessary. In response to an inquiry by Mr. Buestrin, Mr. Yunker stated, that Dr. Thomas Slawski has replaced Dr. Reed as the Division Head of the Natural Resources Division.

In response to an inquiry by Ms. Russell, relative to a payment on page 1, to Chicago Title Company, Ms. Larsen stated this payment was for a title search for the City of Muskego revolving loan fund.

In response to an inquiry by Ms. Russell, relative to a payment on page 2, to ESRI, Inc., Ms. Larsen stated this payment was for the renewal of 48 licenses of ArcGIS software.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 5th reporting period of 2015 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 5th reporting period of 2015 (copy attached to Official Minutes).

2015 Reporting Period No. 6

Ms. Larsen distributed copies of the Check Register for the 6th financial reporting period of February 23 to March 8, 2015.

In response to an inquiry by Ms. Russell relative to a payment on page 2, to Diver Client Consulting, Ms. Larsen stated that this payment was for the cost of a facilitator to conduct a strategic planning session for the Commission's Public Involvement and Outreach Division staff.

In response to an inquiry by Ms. Russell, relative to a payment on page 2, to Grimm Book Bindery, Inc., Ms. Larsen stated that this payment was for binding the past years' Commission meeting minutes and publications into hard cover books.

(Administrative Committee)
March 26, 2015

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Coleman, and carried unanimously, the Commission disbursements for the 6th reporting period of 2015 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 6th reporting period of 2015 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MARCH 8, 2015

Copies of the Statement of Projected Revenues and Expenditures for reporting period 6 ending on March 8, 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 represented 20 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries on the Statement 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. The service agreement revenues remain unchanged from the report presented at the February meeting.
3. The projection of expenditures through the end of the year indicates a surplus of approximately \$150,000.
4. 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.
5. The Commission had on hand as of March 8, 2015, approximately \$5.8 million. This includes about \$106,000 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 0.11 percent interest and various money market accounts.

There being no inquiries or discussion, on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending March 8, 2015, 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 the 2008 Chevrolet Impala. This vehicle meets two of the three criteria for Commission vehicle replacement: the annual maintenance cost exceeds the average annual maintenance cost of all Commission vehicles by 25 percent; and, the vehicle is more than four years old. She also noted that the Impala has currently been driven 96,600 miles and is approaching the third criteria of 100,000 miles.

(Administrative Committee)
March 26, 2015

It is proposed that staff purchase a 2015 Ford Taurus to replace the Impala. 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 \$24,189 noting that the normal list price of this vehicle is \$31,900.

On a motion by Mr. Buestrin, seconded by Ms. Russell, and carried unanimously, the Commission staff was authorized to purchase the aforementioned 2015 Ford Taurus.

CORRESPONDENCE/ANNOUNCEMENTS

Chairman Dwyer asked Mr. Yunker if there was any correspondence or announcements.

Mr. Yunker reported that there was no correspondence to report, but announced that staff would like to investigate the potential for the Commission to join the Wisconsin Counties Association Group Health Trust. A short discussion regarding health insurance options outside of the Wisconsin Department of Employee Trust Funds ensued.

Mr. Yunker also announced that at the Quarterly Meeting, Commissioner Skalitzky inquired about staff providing all meeting materials electronically, similar to the practice done in Kenosha and Ozaukee Counties. Mr. Yunker stated staff would look into the hardware and software that would be needed to provide this to the Commissioners. Mr. Yunker then noted this would be an option for Commissioners, should they choose to receive meeting materials in electronic format. In response to a comment by Mr. Coleman, Mr. Yunker stated that WiFi availability would need to be a consideration when selecting rooms for Commission meetings.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:56 p.m. on a motion by Mr. Crowley, seconded by Mr. Schmidt, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/EAL/dd
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