

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, November 19, 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
William R. Drew
Nancy Russell
Peggy M. Shumway
David L. Stroik
Gustav W. Wirth, Jr.

Adelene Greene, Vice-Chair
Michael A. Crowley
Daniel S. Schmidt

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 Ms. Greene, Mr. Crowley, and Mr. Schmidt asked to be excused.

APPROVAL OF MINUTES OF OCTOBER 22, 2015, MEETING

Chairman Dwyer asked if there were any changes or additions to the October 22, 2015, meeting minutes.

On a motion by Mr. Drew, seconded by Mr. Wirth, and carried unanimously, the minutes of the Administrative Committee meeting held on October 22, 2015, were approved as published.

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APPROVAL OF DISBURSEMENTS

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

2015 Reporting Period No. 22

Ms. Larsen distributed copies of the Check Register for the 22nd financial reporting period of October 5 to October 18, 2015.

In response to an inquiry by Chairman Dwyer concerning the check numbering sequence on the cover page of the Check Register, Ms. Larsen noted that if a check has been processed for a contractual service, that check number is listed in the "Contractual" category.

In response to an inquiry by Mr. Colman, relative to a payment on page 3 to Pictometry International Corp., Ms. Larsen stated that this payment was for Kenosha County's and Milwaukee County's 2015 aerial orthophotography.

In response to an inquiry by Mr. Drew, relative to a payment on page 4 to the Northwestern Mutual Life Insurance Company, Ms. Larsen explained that in the 1980's a deferred compensation program had been established for key staff. Mr. Yunker noted that he was the last person on this program and it had been discontinued.

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 22nd reporting period of 2015 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 22nd reporting period of 2015 (copy attached to Official Minutes).

2015 Reporting Period No. 23

Ms. Larsen distributed copies of the Check Register for the 23rd financial reporting period of October 19 to November 1, 2015.

In response to an inquiry by Mr. Colman, relative to a payment on page 1 made to Dell Marketing L.P., Ms. Larsen stated that this payment was for the purchase of a high speed computer for use by Transportation Division staff to efficiently process traffic modeling forecasts.

Mr. Colman then inquired about a payment listed on page 3 made to Terminal-Andrae, Inc.. Ms. Larsen stated that this payment was to the Commission's electrician for building light fixture repairs.

In response to an inquiry by Mr. Colman, relative to a payment on the same page made to Urban Interactive Studio, Ms. Larsen stated that this payment was for the design and development of the VISION 2050 website. This website is interactive and allows for an individual to view alternative land use and transportation plans and their evaluation as though they were in attendance at a VISION 2050 public meeting.

In response to an inquiry by Mr. Wirth, Ms. Larsen stated that each U.S. Public Land Survey monument costs \$100.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Mr. Colman, and carried unanimously, the Commission disbursements for the 23rd reporting period of 2015 were approved.

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Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 23rd reporting period of 2015 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING NOVEMBER 1, 2015

Copies of the Statement of Projected Revenues and Expenditures for reporting period 23 ending on November 1, 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 nearly 88 percent of the calendar year. She then called attention to the following items:

1. The Federal revenue entries remain unchanged from the report presented at the October meeting.
2. The State revenue entries have been adjusted to reflect a slight increase in revenue from the Wisconsin Department of Natural Resources (WDNR) over the anticipated budget amount.
3. The service agreement revenues remain unchanged from the report presented at the October meeting.
4. The projection of expenditures through the end of the year indicates a surplus of approximately \$12,000.
5. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2014 financial audit.
6. The Commission had on hand as of November 1, 2015, approximately \$4.8 million. This includes about \$50,550 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 0.14 percent interest and various money market accounts.

In response to an inquiry by Ms. Russell, concerning outstanding invoices, Ms. Larsen stated that previously paid and known unpaid expenditures are considered when preparing this report. This report, however, is subject to the year-end audit.

There being no further inquiries or discussion, on a motion by Mr. Drew, seconded by Mr. Wirth, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending November 1, 2015, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON 2016 HEALTH INSURANCE ENROLLMENT

Chairman Dwyer asked Ms. Larsen to review with the Committee the group medical insurance enrollment for the calendar year 2016.

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

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2016. 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 62 Commission employees participate in the WDETf insurance program, with 6 employees declining coverage. In 2016, 31 Commission employees have selected the Anthem Blue HMO, while 15 employees have selected the United Healthcare HMO, both those plans are qualified health plans available to Commission employees. The remaining qualified health plans are the Arise Health Plan, WEA Trust East, Dean Health Insurance, and Unity Health Insurance-Community. In addition, 16 employees opted for coverage with the other four qualified plans. Overall, the total cost to the Commission of medical insurance for current employees should approximate \$820,000 for the year. Ms. 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 2016 will be well within the amount budgeted for 2016.

In response to an inquiry by Mr. Colman concerning the number of health insurance options, Ms. Larsen stated that the WDETf as a State of Wisconsin agency, contracts with many different health insurance companies to offer plans throughout the State. Most of the plans offer services and providers specific to a County or a few Counties. The Commission offers the WDETf health insurance plans that have providers located in the Counties where staff reside. Commission employees pay 20 percent of the health insurance premium.

CONSIDERATION OF PURCHASE OF IPADS FOR COMMISSION MEETING MATERIALS

Mr. Yunker stated that the purchase of iPads for each Commissioner to use while serving on the Commission has been proposed.

Mr. Colman, who had offered to try out PDF Expert software on his iPad, indicated that the software worked well and he is able to read, highlight, and annotate the documents. Mr. Colman stated he had issues with the reliability of receiving documents via e-mail. He stated that he believed the problem was with his email provider.

In response to an inquiry by Chairman Dwyer, Mr. Yunker stated that this item will be included in the Administrative Committee report for the Quarterly Commission Meeting. He also stated staff will ask Commissioners their preference of how they would like to receive meeting materials. Commissioners may choose to continue to receive paper documents or receive documents electronically via e-mail and be provided an iPad. Ms. Russell noted that some Commissioners may want to receive documents electronically, but will not want an iPad to be provided by the Commission. She also suggested that iPads provided to Commissioners be required to be returned.

On a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the purchase of iPads was approved for those Commissioners who choose to receive documents electronically and desire the use of an iPad, with the iPads to be returned to the Commission when Commissioners leave the Commission.

CORRESPONDENCE/ANNOUNCEMENTS

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

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Mr. Yunker indicated that there was no correspondence to report, and then noted that the Commission has maintained a satellite office in Milwaukee County since 2006 with the first office located in the Milwaukee County Research Park. That office was then moved to the Milwaukee County City Campus building located on North 28th and Wells Streets. Upon the closing of the City Campus building, the Commission leased two offices from the Urban Economic Development Association on Martin Luther King Drive. Staff has recently explored the option to locate the satellite office in the Global Water Center building located on Freshwater Way, and proposes to locate the satellite office at that location. One office is available that could house two staff people and also has room for a small conference table. Conference rooms throughout the building are available for use, along with an auditorium space that could hold larger meetings. There is also an open area available for public meetings and gatherings.

In response to an inquiry by Ms. Russell, Mr. Yunker stated this space is in a renovated building and added that this new space would serve the Commission's needs.

In response to an inquiry by Mr. Drew, Mr. Yunker stated the rent is \$2,000 per month which includes use of all common areas, furniture, plus phone service and internet. He then noted this is the last office available for lease.

In response to an inquiry by Chairman Dwyer, Mr. Yunker stated that the Milwaukee Water Council owns the building.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:09 p.m. on a motion by Mr. Wirth, seconded by Mr. Drew, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker
Deputy Secretary

KRY/MGH/EAL/dd
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