

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, January 28, 2016

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
Nancy Russell
Daniel S. Schmidt
Gustav W. Wirth, Jr.

Thomas H. Buestrin
Mike Dawson
William R. Drew
David L. Stroik

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. Buestrin, Mr. Dawson, Mr. Drew, and Mr. Stroik asked to be excused.

APPROVAL OF MINUTES OF NOVEMBER 19, 2015, MEETING

Chairman Dwyer asked if there were any changes or additions to the November 19, 2015, meeting minutes.

On a motion by Mr. Crowley, seconded by Mr. Colman, and carried unanimously, the minutes of the Administrative Committee meeting held on November 19, 2015, were approved as published.

(Administrative Committee)
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APPROVAL OF DISBURSEMENTS

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

2015 Reporting Period No. 24

Ms. Larsen distributed copies of the Check Register for the 24th financial reporting period of November 2 to November 15, 2015.

In response to an inquiry by Mr. Crowley, concerning a payment on page 2 to ExxonMobil Card Services, Ms. Larsen, stated this payment represents gasoline purchases for the Commission's eight vehicles for the month of October 2015.

In response to an inquiry by Ms. Russell, relative to a payment on page 3 to Leticia Jimenez, Ms. Larsen stated this payment is for an English to Spanish translation of the VISION 2050 Workshop 4 brochure and handout. Ms. Jimenez bills for her services on a per word basis.

In response to an inquiry by Ms. Russell, concerning a payment on page 4 to Ms. Nakeisha Payne, Ms. Larsen stated that Ms. Payne serves as the Commission's Public Involvement and Outreach Specialist and incurred mileage expenses to attend seven VISION 2050 meetings during this Reporting Period. Ms. Payne also purchased light snacks and refreshments for these VISION 2050 meetings.

In response to an inquiry by Ms. Russell, concerning a payment on page 5 to Mr. Thomas Slawski, Ms. Larsen stated that Mr. Slawski, Chief Specialist Biologist incurred mileage expenses to attend various Lake District meetings within the Region for the months of August through mid-November 2015.

In response to an inquiry by Mr. Colman, Ms. Larsen stated the Commission periodically rents a meeting room in the State Fair Park Youth Center building to host Commission Advisory Committee meetings and public information meetings and hearings. This location is easily accessible to both the advisory committee members and members of the public.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 24th reporting period of 2015 were approved.

Chairman Dwyer, Mr. Colman, and Mr. Yunker then affixed their signatures to the Check Register for the 24th reporting period of 2015 (copy attached to Official Minutes).

2015 Reporting Period No. 25

Ms. Larsen distributed copies of the Check Register for the 25th financial reporting period of November 16 to November 29, 2015.

In response to an inquiry by Mr. Colman, concerning a payment on page 1 to Buetow Lighting, Inc., Ms. Larsen stated this was for the purchase of light bulbs for the building interior light fixtures.

In response to inquiries by Ms. Russell and Mr. Colman, concerning a payment on page 2 to The Global Water Center, Ms. Larsen recalled that effective January 1, 2016, the Commission satellite office is now located in The Global Water Center. She then stated this payment represents a one month security deposit in addition to a one time administrative fee. The Commission also purchased an additional conference table for this office. The cost of that table was shared between The Global Water Center and the Commission.

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In response to an inquiry by Mr. Colman, relative to a payment on page 2 to McTrans Center, Ms. Larsen stated this payment was for the license renewal of the High Capacity Software program that is used for traffic forecasting in the Commission's Transportation Division.

In response to an inquiry by Mr. Dwyer, concerning a payment on page 4 to the Waukesha County Technical College, Ms. Larsen stated this payment was for renting the Richard T. Anderson meeting room for a VISION 2050 workshop.

In response to an inquiry by Mr. Colman, concerning a payment on page 4 to the Wisconsin Urban and Rural Transit Association (WURTA), Ms. Larsen stated this is for the 2016 annual dues.

In response to an inquiry by Ms. Russell, concerning a payment on page 3 to Urban Interactive Studio, Ms. Larsen stated this payment was to update the VISION 2050 website to include the alternative plan data needed for the fourth round of VISIONING workshops. The VISION 2050 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.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 25th reporting period of 2015 were approved.

Chairman Dwyer, Mr. Colman, and Mr. Yunker then affixed their signatures to the Check Register for the 25th reporting period of 2015 (copy attached to Official Minutes).

2015 Reporting Period No. 26

Ms. Larsen distributed copies of the Check Register for the 26th financial reporting period of November 30 to December 13, 2015.

In response to an inquiry by Ms. Russell, concerning a payment on page 5 to Ms. Nakeisha Payne, Ms. Larsen stated that this was an expense voucher reimbursement for one month. Ms. Payne, as the Commission's Public Involvement and Outreach Specialist incurred mileage and meeting expenditures.

In response to an inquiry by Mr. Colman, concerning a payment on page 2 to the City of Pewaukee, Ms. Larsen stated 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 at the time the building was purchased.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 26th reporting period of 2015 were approved.

Chairman Dwyer, Mr. Colman, and Mr. Yunker then affixed their signatures to the Check Register for the 26th reporting period of 2015 (copy attached to Official Minutes).

2016 Reporting Period No. 1

Ms. Larsen distributed copies of the Check Register for the 1st financial reporting period of December 14 to December 27, 2015.

In response to an inquiry by Ms. Russell, concerning a payment on page 1 to Conley Media, LLC, Ms. Larsen stated this was for placing VISION 2050 ads for the fourth round of the Vision workshops. This payment is for ads placed in four local newspapers: Washington County Daily News, Ozaukee County News Graphic, The Freeman, and the Oconomowoc Enterprise.

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In response to an inquiry by Ms. Russell, concerning a payment on page 2 to Independence First, Inc., Ms. Larsen stated a portion of this payment, \$1,000, was for the fourth VISION 2050 workshop. Independence First is one of the partner agencies working with the Commission to conduct the VISION 2050 workshops. The balance of the payment was for a sign language interpreter needed for an individual attending this meeting.

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 1st reporting period of 2016 were approved.

Chairman Dwyer, Mr. Colman, and Mr. Yunker then affixed their signatures to the Check Register for the 1st reporting period of 2016 (copy attached to Official Minutes).

2016 Reporting Period No. 2

Ms. Larsen distributed copies of the Check Register for the 2nd financial reporting period of December 28, 2015 to January 10, 2016.

In response to an inquiry by Mr. Colman, concerning a payment on page 1 payable to the Association of Metropolitan Planning Organizations (AMPO), Ms. Larsen stated this payment represents the Commission's annual dues. The AMPO is an organization that provides technical and legislative assistance to Metropolitan Planning Organizations (MPOs).

In response to an inquiry by Ms. Russell, concerning a payment on page 1 to Bernsten International, Inc., Ms. Larsen stated this was for 200 brass U.S. Public Land Survey monument caps.

In response to an inquiry by Ms. Russell, regarding a payment on page 2 to John Harasha, Ms. Larsen stated this was a reimbursement for Mr. Harasha's 2016 Medicare health insurance supplement paid out of the sick leave liability account. This account for Mr. Harasha has a remaining balance of approximately \$500.

In response to an inquiry by Ms. Russell, regarding a payment on page 2 to the National Association of Regional Councils (NARC), Mr. Yunker stated this payment is an annual membership to the organization. The NARC membership focuses on broad regional planning issues, as compared to the more narrow MPO transportation planning issues under the AMPO organization.

Mr. Yunker further stated that the largest MPO agencies have been putting pressure on both AMPO and NARC to consolidate into one group.

A list of Commission annual dues and organizational memberships is attached to the meeting minutes.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 2nd reporting period of 2016 were approved.

Chairman Dwyer, Mr. Colman, and Mr. Yunker then affixed their signatures to the Check Register for the 2nd reporting period of 2016 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING
JANUARY 10, 2016**

(Administrative Committee)
January 28, 2016

Copies of the Statement of Projected Revenues and Expenditures for reporting period 2 ending on January 10, 2016, 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 in November 2015. 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 building program revenues identified in the service agreement column represents the rent to be paid in 2016 by the Commission's tenant, ProHealth Care, Inc.
3. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2014 financial audit. These accounts will be adjusted upon completion of the audit for 2015.
4. The Commission had on hand as of January 10, 2016, approximately \$4.85 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 0.19 percent interest and various money market accounts.

Ms. Larsen then noted that total revenue for 2016 is projected to exceed the total revenue that was approved in the Commission Budget in June 2015. The difference is largely due to the addition of the Milwaukee County Bus Rapid Transit Feasibility Study project funding and the potential funding for the Datum Conversion project.

In response to a comment by Ms. Russell, Ms. Larsen stated she will work with Associated Bank to gain a more favorable Money Market interest rate.

There being no further inquiries or discussion, on a motion by Ms. Greene, seconded by Mr. Crowley, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 10, 2016, 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 2009 Chevrolet Silverado. This vehicle meets each 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; the vehicle has current mileage of 136,800 miles; and the vehicle is more than four years old.

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It is proposed that staff purchase a 2016 Ford F-250 Super Duty Truck to replace the Silverado. 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 \$28,861, noting that the list price for this vehicle is \$38,780.

On a motion by Mr. Crowley, seconded by Ms. Greene, and carried unanimously, the Commission staff was authorized to purchase the aforementioned 2016 Ford F-250 Super Duty Truck.

CORRESPONDENCE/ANNOUNCEMENTS

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

Mr. Yunker indicated that there was no correspondence or announcements to report.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:11 p.m. on a motion by Mr. Schmidt, seconded by Ms. Greene, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker
Deputy Secretary

KRY/MGH/EAL/dd
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