

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, June 30, 2005

1:30 p.m.

SEWRPC Office Building  
Commissioners' Conference Room  
W239 N1812 Rockwood Drive  
Waukesha, Wisconsin

Present:

Excused:

Committee Members:

Paul G. Vrakas, Chairman  
Robert A. Brooks, Vice-Chairman  
Thomas H. Buestrin  
Richard A. Hansen  
Allen L. Morrison  
Daniel S. Schmidt  
Gustav W. Wirth, Jr.

William R. Drew  
Adelene Robinson  
Linda J. Seemeyer

Absent:

Staff:

Philip C. Evenson  
Loretta Watson

Executive Director  
Executive Secretary

#### ROLL CALL

Chairman Vrakas called the meeting to order at 1:30 p.m. Roll call was taken and a quorum declared present. Mr. Evenson noted for the record that Commissioners Drew, Robinson, and Seemeyer had asked to be excused.

#### APPROVAL OF MINUTES OF MAY 26, 2005, MEETING

On a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the minutes of the Administrative Committee meeting held on May 26, 2005, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

Chairman Vrakas asked Mr. Evenson to review with the Committee the recent disbursements.

### **2005 Reporting Period No. 11**

Mr. Evenson distributed copies of the Check Register for the 11th financial reporting period of 2005, May 15 to May 29.

In response to an inquiry by Mr. Wirth, Mr. Evenson indicated that Aero-Metric, Inc., is the Commission's vendor for the 2005 orthophotography program. In response to another question by Mr. Wirth, Mr. Evenson indicated that the telephone expenses listed under the payment on page 2 of the Register to Elan Financial Services represented the cost of acquiring telephone and data transmission computer cards used in connection with survey work under the regional telecommunications planning program. In response to a question by Mr. Brooks, Mr. Evenson indicated that from time to time the Commission does engage language interpreters for public meetings. That is part of the Commission's responsibility to reach out to all members of the public who reside in southeastern Wisconsin.

There being no further questions or comments, on a motion by Mr. Morrison, seconded by Mr. Brooks, and carried unanimously, the Commission disbursements for the 11th reporting period of 2005 were approved.

Chairman Vrakas, Mr. Hansen, and Mr. Evenson then affixed their signatures to the Check Register for the 11th reporting period of 2005 (copy attached to Official Minutes).

### **2005 Reporting Period No. 12**

Mr. Evenson distributed copies of the Check Register for the 12th financial reporting period of 2005, May 30 to June 12.

In response to a question by Mr. Schmidt, Mr. Evenson indicated that the payment to Aero-Metric, Inc., listed on page 1 of the Register was largely for photography obtained in connection with updating work to topographic maps in Milwaukee County. That work is being accomplished under a contract with MCAMLIS Partnership. All aerial photography for the season has been completed. In response to the follow up question by Mr. Brooks concerning the same payments, Mr. Evenson indicated that there appeared to be a programming error on the Register and that he would check to see why there is a discrepancy in two cases between the account amount and the invoice amount.

[Secretary's Note: Investigation indicated that a report programming error caused the discrepancy. The error has been corrected. The invoiced amounts were paid.]

In response to a question by Mr. Wirth, Mr. Evenson indicated that the Commission uses AT&T for certain long distance calls, particularly in connection with State agencies and other units of government. In response to a question by Mr. Brooks relative to the payment listed on page 2 of the Register to the Gordon Flesch Co., Inc., Mr. Evenson indicated that the Commission had budgeted to acquire in 2005 a new high-speed color copier for the Print Shop. The subject color copier has been obtained and replaces the older and now obsolete offset printing equipment. Mr. Evenson remarked that the Commission Print

Shop now operates with one full-time person, supplemented as necessary from time to time with another individual who normally is assigned to map-making duties.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Morrison, and carried unanimously, the Commission disbursements for the 12th reporting period of 2005 were approved.

Chairman Vrakas, Mr. Hansen, and Mr. Evenson then affixed their signatures to the Check Register for the 12<sup>th</sup> reporting period of 2005 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JUNE 12, 2005**

Copies of the Statement of Projected Revenues and Expenditures for the period ending June 12, 2005, were distributed for Committee review. Chairman Vrakas asked Mr. Evenson 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, Mr. Evenson commented that the period covered represented nearly 50 percent of calendar year 2005. As he reviewed the Statement, he called attention to the following items:

1. With regard to Federal and State revenues, no changes have been made to the Statement since the last report. While all anticipated Federal and State revenues have not been secured owing to delays in Federal and State Legislation for upcoming Federal and State fiscal years, there is no reason to believe at this point that all such revenues will not be made available.
2. With respect to service agreement revenues, no adjustments have been made for the current report. The Business Manager will carefully monitor work progress against the service agreement amounts, with some further adjustments likely later in the year.
3. The expenditure data on the Statement reflects 12 full reporting periods, or the first 24 weeks of the calendar year. The projected year end surplus approximates \$104,000. This surplus does not include a \$200,000 set-side for the Rockwood Drive Building Bond Redemption Fund.
4. The liability, operating, and reserve accounts reported on the Statement remain unchanged from the May report. These accounts reflect the findings of the audit for calendar year 2004.
5. The Commission had on hand as of June 12, 2005, about \$5.27 million. This includes about \$1.20 million of unearned revenue provided to the Commission in advance of expenditures. These funds are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 2.89 percent interest; in several certificates of deposit at banks throughout the Region; and in savings and checking accounts at Johnson Bank.

Following a brief discussion relative to the Commission's strategic objective of redeeming early the bonds on the Rockwood Drive building, on a motion by Mr. Wirth, seconded by Mr. Brooks, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending June 12, 2005, was accepted to be placed on file (copy attached to Official Minutes).

## **STAFF REPORTS AND ATTENDANT ACTIONS**

### **Renewal of Business Insurance**

Mr. Evenson reported that the Commission's insurance agent from the Johnson Financial Group had reported to the Commission's Business Manager on June 23, 2005, that the West Bend Mutual Insurance Company had provided a renewal quotation for the Commission's comprehensive business insurance coverage having a total cost of \$44,450. Costs of premium summaries were provided to the members of the Committee prior to the meeting. The quotation, he noted, represents a reduction of about \$4,100 from the present annual cost, most of which may be attributed to a reduction in workers compensation insurance costs. Mr. Evenson also reported that he had discussed with Commissioner Morrison the possibility of soliciting a quotation from the Wisconsin Counties Mutual Insurance Corporation. Investigation of this option indicated that it was not possible to obtain such a quotation in time for the meeting. Moreover, the effective date of the proposed renewal occurs in July, prior to the next Committee meeting. Accordingly, he said, the Commission staff would seek to get a quotation from the Wisconsin Counties group next year.

Following a brief discussion during which Mr. Evenson agreed to review with the Committee at its next meeting the question of the need for directors and officers liability insurance, it was moved by Mr. Brooks, seconded by Mr. Schmidt, and carried by a vote of six ayes and zero nays, with Mr. Hansen abstaining, to accept the proposal by the West Bend Mutual Insurance Company for insurance coverage in the year beginning July 28, 2005.

### **Salary Adjustments**

Mr. Vrakas reported that an Ad Hoc Committee created by the Commission Chairman, consisting of Commissioners Buestrin, Schmidt, Vrakas, and the Commission's Executive Director, had met earlier in the day to review in detail the proposed 2005 Commission staff salary adjustments. The Ad Hoc Committee, he said, is recommending salary adjustments totaling about \$93,500, representing an overall increase in base salaries of 3 percent. The adjustments are not across the board in nature, but rather are based on merit. In particular, certain base salary adjustments were made to reflect market conditions and keep the Commission reasonably competitive in certain engineering fields.

Following a brief discussion, it was moved by Mr. Schmidt, seconded by Mr. Brooks, and carried unanimously to approve the 2005 Commission staff salary adjustments.

## **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Evenson reported that Chairman Buestrin and he had entered into negotiations with Medical Associates, Inc., relative to an extension of their lease in the Commission's Rockwood Drive building. The present lease ends March 31, 2006. Recently, the Commission made an offer to Medical Associates for a two-year extension of that lease with an option for an additional two-year renewal. The offer also included an increase in rental space of nearly 1,000 square feet.

## **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:10 p.m. on a motion by Mr. Schmidt, seconded by Mr. Morrison, and carried unanimously.

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(Administrative Committee)  
June 30, 2005

Respectfully submitted,

Philip C. Evenson  
Deputy Secretary

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Attachments