

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, June 28, 2007

1:30 p.m.

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

Present:

Excused:

Committee Members:

David L. Stroik, Chairman
Adelene Greene, Vice-Chairman
Thomas H. Buestrin
William R. Drew
Daniel S. Schmidt
Gustav W. Wirth, Jr.

James T. Dwyer
Richard A. Hansen
Michael J. Miklasevich
Allen L. Morrison

Absent:

Staff:

Philip C. Evenson
Elizabeth A. Larsen
Loretta Watson

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Chairman Stroik 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 Dwyer, Hansen, Miklasevich, and Morrison had asked to be excused.

APPROVAL OF MINUTES OF MAY 24, 2007, MEETING

On a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the minutes of the Administrative Committee meeting held on May 24, 2007, were approved as published.

APPROVAL OF DISBURSEMENTS

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

2007 Reporting Period No. 11

Mr. Evenson distributed copies of the Check Register for the 11th financial reporting period of 2007, May 14 to May 27.

There being no questions or comments, on a motion by Mr. Drew, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 11th reporting period of 2007 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 11th reporting period of 2007 (copy attached to Official Minutes).

2007 Reporting Period No. 12

Mr. Evenson distributed copies of the Check Register for the 12th financial reporting period of 2007, May 28 to June 10, 2007.

In response to an inquiry by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 1 of the Register to AT&T was for certain long distance telephone service with State agencies. Ms. Larsen noted that the payment also includes a T-1 line.

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 12th reporting period of 2007 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 12th reporting period of 2007 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JUNE 10, 2007

Copies of the Statement of Projected Revenues and Expenditures for the period ending June 10, 2007, were distributed for Committee review. Chairman Stroik asked Mr. Evenson to review with the Committee the financial status of the Commission accounts as of the end of that period.

Mr. Evenson noted that the period covered on the Statement represented nearly 40 percent of the calendar year. He then called attention to the following items in the Statement:

1. The revenue entries on the Statement are unchanged from the report presented at the May Committee meeting. Since the last report, the Commission has received about 45 percent of the funds expected from the Wisconsin Department of Natural Resources for water quality planning purposes. In addition, the Commission has received \$150,000 of the total \$750,000 in Federal Transit Administration funding expected for the year. The remainder of the funding due from the Wisconsin Department of Natural Resources will have to await a new State budget bill. The remainder of the Federal Transit Administration funding should be forthcoming in the near future.

2. The expenditure data on the Statement reflects 10 reporting periods, or 20 weeks. The projected year end surplus presently stands at nearly \$236,000. That amount includes, however, nearly \$138,000 in Federal and State transportation study funds that, unless they are earned by the end of the year, would be returned to the funding agencies.
3. The liability, operating, and reserve accounts reported on the Statement remain unchanged from last month's report, and reflect the findings of the 2006 financial audit.
4. The Commission had on hand as of June 10, 2007, about \$3.99 million. This includes about \$770,000 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 5.19 percent interest; in several certificates of deposit at banks; and in savings and checking accounts at Johnson Bank.

There being no discussion, on a motion by Mr. Drew, seconded by Ms. Greene, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending June 10, 2007, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON SALARY ADJUSTMENTS

Mr. Stroik reported that an Ad Hoc Committee created by the Commission Chairman, consisting of Commissioners Buestrin, Drew, Schmidt, Stroik and the Commission's Executive Director, had met to review in detail the proposed 2007 Commission staff salary adjustments. He asked Mr. Evenson to report on the Ad Hoc Committee's deliberations. The Ad Hoc Committee, Mr. Evenson said, is recommending salary adjustments totaling about \$102,000, representing an overall increase in base salaries of about 3.5 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 fields.

Following a brief discussion, it was moved by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously to approve the 2007 Commission staff salary adjustments.

REVIEW, DISCUSSION, AND POSSIBLE ACTION ON COMMISSION PERSONNEL REGULATIONS

Mr. Evenson recalled that at the May Committee meeting, discussions began relative to a review of the Commission's Personnel Regulations. The Commission staff was directed to compile a comparison of major personnel benefits – holidays, personal days, annual leave, sick leave, and insurance – by surveying the seven counties, the State of Wisconsin, and cooperative engineering and architectural design firms. He then distributed to the Committee members a draft version of the comparison table, noting that it is truly a work in progress and needs to be carefully reviewed for accuracy and completeness. The Commission staff has worked with the human resource staffs in the counties and with the State and they should be given a chance to review and comment on the document before it is completed. Once it is completed, it is the staff's intent, he said, to share the table with all those who helped contribute to its creation.

Mr. Stroik noted that he thought the summary information was quite complete and very helpful. Ms. Greene pointed to a necessary adjustment in the Kenosha data to note that the vacation level of 20 days begins with the 15th year of employment and not the 16th year. In response to an inquiry from Mr. Stroik, Mr. Evenson indicated that at one time the Commission had a benefit rarely given in other organizations that involved payment by the Commission of the employee's share of social security. The Commission

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acted to eliminate that benefit a good number of years ago. In response to a follow up question by Mr. Stroik relative to the Commission's sick leave payout provisions, Mr. Evenson indicated that the Commission had a cash payout provision at the request of a retiree who was moving out of the State and who preferred to purchase her own insurance at her new location. In response to an inquiry by Mr. Schmidt, Mr. Evenson indicated that the Commission's auditor has never commented on the legitimacy of the Commission's sick leave payout option, but it is recognized that if someone were to select that option there would be a FICA cost to the Commission. In response to a question by Mr. Stroik relative to the maximum accumulation of 30 days of vacation, Mr. Evenson indicated that vacation days in excess of that limit would be lost, although from time to time, and at the request of the Executive Director, Commission staff members have continued to work to meet pressing deadlines and have been paid for such lost leave. Mr. Buestrin commented that such flexibility for the Executive Director was appropriate and that perhaps the sick leave cash payout should also be at the Executive Director's discretion. In response to an inquiry by Mr. Wirth as to the difference in the State of Wisconsin's personnel benefits between "vacation" and "sabbatical", Mr. Drew commented that sabbaticals are relatively long-term leaves usually given in college and university environments after a number of years of service, whereas vacations are meant to be days off annually.

At the conclusion of the discussion, on a motion by Ms. Greene, seconded by Mr. Schmidt, and carried unanimously, any action relative to the Commission range of personnel benefits was held over until the July Committee meeting. Mr. Evenson indicated that he and Ms. Larsen would suggest a schedule for completion of review for the entire set of personnel regulations for consideration by the Committee in July.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson reported that the Commission staff is addressing a problem at the Rockwood Drive building created when high winds, particularly out of the south, interfere with normal operation of the Commission's front entry door. In recent weeks, he said, the Commission staff has had to deactivate the automatic door opener installed to enable disabled individuals to readily gain access to the Commission's building because of wind conditions. In discussing this matter with the contractor who installed the automatic entrance equipment last year, it has been suggested that the door operator, which is a standard model used in thousands of locations, be replaced with a heavy-duty model that includes a power boost closure to counteract the wind forces. This replacement would have a cost of about \$1,850. While the firm cannot guarantee that the heavy-duty closure will totally solve the wind problem, the contractor's experience indicates that it should do so. The alternative, Mr. Evenson continued, would be to replace the front entrance door with automatic retracting operating doors similar to those installed in commercial retail locations. The estimated cost of such a new entry door set is about \$20,000.

After a brief discussion, during which it was the consensus of the Committee that something needed to be done to address the problem, on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the Commission staff was authorized to order the installation of the heavy-duty automatic door operator at a cost not to exceed \$2,000.

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 Ms. Greene, and carried unanimously.

Respectfully submitted,

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(Administrative Committee)
June 28, 2007

Philip C. Evenson
Deputy Secretary

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Attachments