

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, July 26, 2007

1:30 p.m.

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

Present:

Excused:

Committee Members:

Adelene Greene, Vice-Chairman
Thomas H. Buestrin
James T. Dwyer
Michael J. Miklasevich
Allen L. Morrison
Daniel S. Schmidt
Gustav W. Wirth, Jr.

David L. Stroik, Chairman
William R. Drew
Richard A. Hansen

Absent:

Staff:

Philip C. Evenson
Elizabeth A. Larsen
Loretta Watson

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Vice-Chairman Greene 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, Hansen, and Stroik had asked to be excused.

APPROVAL OF MINUTES OF JUNE 28, 2007, MEETING

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on June 28, 2007, were approved as published.

APPROVAL OF DISBURSEMENTS

Vice-Chairman Greene asked Mr. Evenson to review with the Committee the recent disbursements.

2007 Reporting Period No. 13

Mr. Evenson distributed copies of the Check Register for the 13th financial reporting period of 2007, June 11 to June 24.

In response to an inquiry by Mr. Wirth, Ms. Larsen noted that the small payment listed on page 1 of the Register to Cingular Wireless is final payment to that firm for wireless services, the Commission having recently obtained wireless services from Verizon.

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 13th reporting period of 2007 were approved.

Vice-Chairman Greene, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 13th reporting period of 2007 (copy attached to Official Minutes).

2007 Reporting Period No. 14

Mr. Evenson distributed copies of the Check Register for the 14th financial reporting period of 2007, June 25 to July 8, 2007.

In response to an inquiry by Mr. Dwyer, Mr. Evenson indicated that the payment listed on page 1 of the Register to Elliott's Ace Hardware is classified as "office supplies," the Commission using that classification for a number of different but typically smaller purchases, including such things as furnace filters used in building maintenance. Ms. Larsen noted that supplies used by Commission field crews are also classified as "office supplies."

There being no further questions or comments, on a motion by Mr. Miklasevich, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 14th reporting period of 2007 were approved.

Vice-Chairman Greene, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 14th reporting period of 2007 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JULY 8, 2007

Copies of the Statement of Projected Revenues and Expenditures for the period ending July 8, 2007, were distributed for Committee review. Vice-Chairman Greene 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 slightly over one-half of the calendar year. He then called attention to the following items in the Statement:

1. Except for changes in service agreement amounts, the revenue entries on the Statement are unchanged from the report presented at the June Committee meeting. Projected service agreement revenues by year's end have been reviewed and adjusted to reflect an overall reduction of about \$79,000.
2. The expenditure data on the Statement reflects 14 reporting periods, or 28 weeks. The projected year end surplus presently stands at about \$235,000, virtually unchanged from last month's projection. That amount includes, however, nearly \$143,000 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 July 8, 2007, nearly \$3.5 million. This includes about \$669,000 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. Dwyer, seconded by Mr. Miklasevich, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending July 8, 2007, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF RENEWAL OF BUSINESS INSURANCE PACKAGE

Mr. Evenson reported that he and Ms. Larsen had recently met with the Commission's insurance agent from the Johnson Financial Group. He noted that he had provided to all members of the Committee in advance of the meeting by email, a premium summary constituting renewal quotations for the Commission's comprehensive business insurance coverage. He noted that, including the public officials and employment practices liability insurance acquired last year, the total cost of renewal has been quoted as \$48,141 using the same carriers: Illinois National Insurance Company for the added liability coverage and the West Bend Mutual Insurance Company for all other coverages. This represents a reduction of \$6,153 over the total package cost of \$54,294 paid last year. In addition, the agent solicited an alternative quotation from the Westchester Surplus Lines Insurance Company relative to the public officials and employment practices liability coverage, resulting in a further premium reduction of nearly \$1,900. The agent recommends that the West Bend/Westchester proposal be accepted.

A brief discussion then ensued. In response to an inquiry by Mr. Wirth, Mr. Evenson indicated that the Commission's umbrella coverage has been set at \$5 million. In response to an inquiry by Ms. Greene, Mr. Evenson said that the public officials and employment practices liability coverage quoted by the Westchester Surplus Life Insurance Company was the same coverage as quoted by the Illinois National Insurance Company with one exception. The Westchester quotation has a lower deductible for the public officials liability. In response to an inquiry by Mr. Buestrin relative to the rating of the Westchester Company, Ms. Larsen indicated that the Commission's agent did not provide that information but that she would check and report back in the minutes of the meeting.

Following that discussion, on a motion by Mr. Wirth, seconded by Mr. Dwyer, and carried unanimously, the Commission's Business Manager was authorized to renew the entire Commission business insurance

package through Johnson Insurance, accepting the quotations from the West Bend and Westchester companies, provided that the Westchester Company has the same or better A.M. Best rating as the Illinois National Company.

[Secretary's Note: Both the Westchester and Illinois National Insurance Companies have an A.M. Best rating of A+.]

REVIEW, DISCUSSION, AND POSSIBLE ACTION ON COMMISSION PERSONNEL REGULATIONS

Mr. Evenson recalled that at the June Committee meeting, discussions continued relative to a review of the Commission's Personnel Regulations. It was agreed at that time that the Committee would attempt to deal with those articles of the Personnel Regulations attendant to holidays, annual leave, sick leave, and insurance at the July Committee meeting and, as well, determine a schedule for dealing with the remainder of the articles comprising the Personnel Regulations so that the entire review could be completed by the end of 2007. Ms. Larsen then called the Committee's attention to a final draft of the comparison of major personnel benefits that had been presented at the June Committee meeting. A few minor adjustments to the comparison table, she said, had been made to reflect both comments received at the last meeting and clarification provided by human resources personnel in the counties. In addition, she called attention to the proposed revisions to Articles 4, 5, 6, and 13 of the Commission's Personnel Regulations.

A discussion then ensued. Mr. Wirth noted that there was a minor grammatical error in the sentence proposed to be added as Article 4E to the Regulations. In response to an inquiry by Ms. Greene, Ms. Larsen noted that Article 6E of the Regulations, while shown on the document that was distributed as language to be added, had been approved by the Administrative Committee at a meeting held on December 19, 2002, but had failed to be inserted into the copy of the Personnel Regulations distributed earlier this year to the Committee. In response to an inquiry by Mr. Miklasevich, Mr. Evenson indicated that the Commission's share of life insurance payments is proposed to be kept at the 90 percent level even though Commission employees are now expected to pay 20 percent of medical insurance premiums. The decision to differentially treat these matters was made by the Administrative Committee some years ago, he said, recognizing the relatively modest costs associated with group life insurance and the greater cost burden being carried by Commission employees in connection with much more costly medical insurance. In response to an inquiry by Mr. Wirth relative to the language of Article 13A of the Regulations referring to the amount of medical insurance premiums paid by the Commission being consistent with the State of Wisconsin Public Employees Group Health Insurance plan, Mr. Evenson indicated that such language is necessary to support the State Group Insurance Board's determination that municipal employers in the program not pay more than 105 percent of the lowest cost medical insurance program available to Commission employees in any year.

Following that discussion, on a motion by Mr. Schmidt, seconded by Mr. Miklasevich, and carried unanimously, the proposed changes to Articles 4, 5, 6, and 13 of the Personnel Regulations were approved, subject to the minor grammatical correction in Article 4E noted by Mr. Wirth.

Mr. Evenson then called attention to the proposed schedule for discussion of the Personnel Regulations distributed to the Committee members. It was the consensus of the Committee that the schedule was reasonable and that the Commission staff should proceed to develop necessary materials accordingly.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson reported that the tenant in the Rockwood Drive building had been authorized to install outdoor lighting to illuminate the tenant's sign at the back entrance to the building. This request, Mr. Evenson indicated, was reasonable given that the tenant's hours of operation extend into the evening, and during the winter months there is a need for sign illumination. All work is being paid for by the tenant, he said, and all work is being accomplished by the Commission's contractors who are familiar with the Rockwood Drive building.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:05 p.m. on a motion by Mr. Wirth, seconded by Mr. Miklasevich, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments