

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, September 27, 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  
James T. Dwyer  
Michael J. Miklasevich  
Allen L. Morrison  
Daniel S. Schmidt  
Gustav W. Wirth, Jr.

William R. Drew  
Richard A. Hansen

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 Drew and Hansen had asked to be excused.

#### APPROVAL OF MINUTES OF AUGUST 23, 2007, MEETING

On a motion by Mr. Wirth, seconded by Mr. Miklasevich, and carried unanimously, the minutes of the Administrative Committee meeting held on August 23, 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. 17**

Mr. Evenson distributed copies of the Check Register for the 17<sup>th</sup> financial reporting period of 2007, August 6 to August 19, 2007.

In response to an inquiry by Mr. Wirth relative to the payment listed on page 1 of the Register to Delta Dental of Wisconsin, Mr. Evenson indicated that the Commission has long offered its employees a dental insurance program. Consistent with the medical insurance program, he noted, Commission employees in 2008 will pay 20 percent of the dental insurance premium cost. In response to an inquiry by Mr. Buestrin relative to the payment listed on page 2 of the Register to Heartlove Kitchen & Banquet, Mr. Evenson indicated that this payment was for rental of meeting space in connection with the Commission's Environmental Justice Task Force.

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 17<sup>th</sup> reporting period of 2007 were approved.

Chairman Stroik, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 17<sup>th</sup> reporting period of 2007 (copy attached to Official Minutes).

**2007 Reporting Period No. 18**

Mr. Evenson distributed copies of the Check Register for the 18<sup>th</sup> financial reporting period of 2007, August 20 to September 2, 2007.

In response to an inquiry by Mr. Miklasevich relative to the payment listed on page 1 of the Register to Automatic Entrances of Wisconsin, Mr. Evenson indicated that the payment was for the new heavy-duty closure mechanism on the Commission's front entry door. He noted that even with the heavy-duty closure now in place, it has been necessary to adjust the closing force to ensure that the door does not swing open during periods of high winds. In response to inquiries by Mr. Wirth, Mr. Evenson indicated that the Commission is no longer incurring costs attendant to cellular telephone services in connection with monitoring done as part of the Commission's telecommunications study, nor has the Commission staff found it advantageous to date to convert to voice over internet protocol for day-to-day telephone services.

There being no further questions or comments, on a motion by Mr. Miklasevich, seconded by Ms. Greene, and carried unanimously, the Commission disbursements for the 18<sup>th</sup> reporting period of 2007 were approved.

Chairman Stroik, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 18<sup>th</sup> reporting period of 2007 (copy attached to Official Minutes).

**2007 Reporting Period No. 19**

Mr. Evenson distributed copies of the Check Register for the 19<sup>th</sup> financial reporting period of 2007, September 3 to September 16, 2007.

In response to an inquiry by Mr. Dwyer, Mr. Evenson indicated that the total cost of the Kenosha-Racine-Milwaukee commuter rail study now nearing conclusion was about \$4 million, with the Commission

passing through \$3.2 million in Federal funds and \$400,000 in State funds to the consultant retained to undertake the study, and with the remaining \$400,000 representing in-kind contributions on the parts of the Counties and Cities of Kenosha, Milwaukee, and Racine. In response to a follow up question by Mr. Stroik, Mr. Evenson indicated that the essential end products of the K-R-M study are a draft Environmental Impact Statement attendant to the proposed commuter rail project and documentation in support of a formal request made to the Federal Transit Administration that the project be allowed to move into the preliminary engineering phase of development. In response to an inquiry by Mr. Miklasevich, Mr. Evenson indicated that the K-R-M project is now in the hands of the Federal and State governments, and that nothing more will take place unless and until State government authorizes the Southeastern Wisconsin Regional Transit Authority to proceed with the project and provides the additional funding necessary to do so, and unless and until the Federal Transit Administration gives permission for the project to proceed with preliminary engineering.

There being no further questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 19<sup>th</sup> reporting period of 2007 were approved.

Chairman Stroik, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 19<sup>th</sup> reporting period of 2007 (copy attached to Official Minutes).

A brief discussion then ensued relative to the logistics attendant to notification to Commissioners for meetings and the technique for using postcards for Commissioners to indicate their ability to attend meetings. Noting that the Commission should continually strive for cost-efficiency in such matters, Mr. Dwyer supported the bundling of mailed materials where possible, and/or the use of email in lieu of regular mail, thereby helping to reduce costs. At the conclusion of that discussion, Mr. Evenson indicated that the staff would attempt to work with individual Commissioners who desire to exclusively use email communications procedures, beginning with Commissioner Dwyer. The staff would also, he said, seek to bundle meeting notices and related materials whenever possible.

#### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING SEPTEMBER 16, 2007**

Copies of the Statement of Projected Revenues and Expenditures for the period ending September 16, 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 three-fourths 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 August Committee meeting. Before the end of the year the service agreement revenues will be carefully reviewed to determine if any adjustments should be made in light of work progress on contract activities.
2. The expenditure data on the Statement reflects 19 reporting periods, or 38 weeks. The projected year end surplus presently stands at about \$195,000, down slightly from the August report.
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 September 16, 2007, about \$3.46 million. This includes about \$533,000 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 5.08 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. Morrison, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending September 16, 2007, was accepted to be placed on file (copy attached to Official Minutes).

### **REVIEW, DISCUSSION, AND POSSIBLE ACTION ON COMMISSION PERSONNEL REGULATIONS**

Mr. Evenson asked that Ms. Larsen review with the members of the Committee any proposed changes to Articles 7, 8, 9, and 10 of the SEWRPC Personnel Regulations. Ms. Larsen called attention first to the revisions shown in Article 7, Family Leave, and Article 8, Leaves of Absence, noting that the proposed revisions are necessary to bring the Commission's regulations into compliance with Federal and State law and to clarify leave situations with particular respect to the continuation of insurance benefits. Ms. Larsen then called attention to the proposed change in Article 9, dealing with pay, noting that the new language now explicitly addresses those rare situations where 27 Friday paydays occur in a calendar year. Consistent with the Commission's determination when this last occurred in 2004, the regulations would require that employee annual salaries be paid out in 27 equal biweekly checks. There were, she noted, no proposed changes to Article 10 which deals with outside employment practices.

A brief discussion then ensued. In response to an inquiry by Mr. Stroik, Mr. Evenson indicated that the proposed personnel policy whereby the Executive Director could extend, on a case-by-case basis, family leave beyond that required by Federal and State law is not something he would expect to be used very frequently at all. During the past approximate ten-year period, he said, he could recall only one instance where he needed to deal with that type of a situation. In response to a comment by Ms. Greene, Mr. Evenson indicated that nowhere in the Personnel Regulations is it explicitly stated that an employee is prohibited from outside employment while on medical, family, or disability leaves. Mr. Evenson indicated that the staff would identify specific language that would appropriately cover such a situation and place that language in the Minutes of the Committee meeting. In that way, he noted, the Committee could proceed to approve all of the proposed changes presented at this meeting and review the suggested addition based on the comment by Commissioner Greene when it takes up the Minutes of this meeting at the October Committee meeting.

Following that discussion, on a motion by Ms. Greene, seconded by Mr. Miklasevich, and unanimously carried, the proposed changes to Articles 7, 8, 9, and 10 of the Personnel Regulations were approved with the understanding that the specific language attendant to a prohibition against outside employment while on certain leaves would be reviewed at the October Committee meeting.

[Secretary's Note:       Based upon the discussion at the meeting, the Commission staff proposes that Article 10(E) of the Personnel Regulations be revised to read as follows:

“No such outside employment or consulting work shall be carried on in the Commission offices; nor shall such outside work be conducted during a paid absence from Commission work, with the exception of annual and

military leave; nor shall Commission vehicles, equipment, supplies, machines, or technical data be used for such outside work.”]

Mr. Evenson noted that, based on the schedule previously approved, the Committee would consider Articles 14, 15, 16, 17, 18, and 20 of the Personnel Regulations at its October meeting. He also indicated that he likely would bring back to the Committee Article 6, dealing with sick leave, the staff seeking to propose additional changes therein.

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Evenson reported that there were no announcements or correspondence to be brought to the attention of the Committee.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:15 p.m. on a motion by Mr. Miklasevich, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Philip C. Evenson  
Deputy Secretary

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Attachments