

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, July 22, 2010

1:34 p.m.

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

Present:

Excused:

Committee Members:

Thomas H. Buestrin
James Dwyer, Vice-Chairman
Nancy Russell
Daniel S. Schmidt
David L. Stroik
John F. Weishan, Jr.
Gustav W. Wirth, Jr.

Richard A. Hansen

(via teleconference)

Adelene Greene, Chair

Staff:

Kenneth R. Yunker
Elizabeth A. Larsen
Debra A. D'Amico

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Chair Greene called the meeting to order at 1:34 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted for the record that Mr. Hansen had asked to be excused.

APPROVAL OF MINUTES OF JUNE 24, 2010 MEETING

Chair Greene asked if there were any changes or additions to the June 24, 2010, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Dwyer, and carried unanimously, the minutes of the Administrative Committee meeting held on June 24, 2010, were approved as published.

APPROVAL OF DISBURSEMENTS

Chair Greene noted that since she was presiding over this meeting via teleconference, she would not be able to physically place her signature on the approved check registers, and requested that Vice-Chair Dwyer sign them as they are approved by the Committee. She then asked Ms. Larsen to review with the Committee the recent disbursements.

2010 Reporting Period No. 13

Ms. Larsen distributed copies of the Check Register for the 13th financial reporting period of 2010, June 7 to June 20, 2010.

There being no questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 13th reporting period of 2010 were approved.

Vice-Chair Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 13th reporting period of 2010 (copy attached to Official Minutes).

2010 Reporting Period No. 14

Ms. Larsen distributed copies of the Check Register for the 14th financial reporting period of 2010, June 21 to July 4, 2010.

In response to an inquiry by Mr. Dwyer, Ms. Larsen indicated the payment listed on page 3 of the register to Rev's Pre-Cast Concrete Corp. is payment for twelve concrete survey monuments. A brief discussion ensued concerning General Ledger account headings. Mr. Yunker stated that staff would review the naming conventions of the current General Ledger account headings.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 14th reporting period of 2010 were approved.

Vice-Chair Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 14th reporting period of 2010 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JULY 4, 2010

Copies of the Statement of Projected Revenues and Expenditures for the period ending July 4, 2010, were distributed for Committee review. Chair Greene asked Ms. Larsen to review with the Committee the financial status of the Commission accounts as of the end of that period. Ms. Larsen commented that the period covered represented about 54 percent of the calendar year. She then called attention to the following items:

1. Federal and State revenue entries remain unchanged from the report presented at the June meeting.

2. The service agreement revenues also remain unchanged from the report presented at the June meeting.
3. The expenditure data on the statement reflects 14 reporting periods, or 28 weeks of the calendar year. The projection of expenditures through the end of the year reflects a surplus of about \$191,815, a slight decrease from last month.
4. The liability, operating, and reserve accounts reported on the statement remain unchanged from the June report and reflect the findings of the 2009 Annual Audit.
5. The Commission had on hand as of July 4, 2010, about \$4 million, including about \$58,000 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 0.22 percent interest; a certificate of deposit, and two money market accounts at local banks.

On a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending July 4, 2010, was accepted to be placed on file (copy attached to Official Minutes).

REVIEW OF COST AND POTENTIAL REVENUE FOR COMMISSION SERVICE AGREEMENTS, AND SERVICE AND INFORMATION REQUESTS

Chair Greene asked Mr. Yunker to give an update on the review of cost and potential revenue for the Commission's service agreements, and service and information requests.

Mr. Yunker noted that the Administrative Committee had asked staff to review the service (or information) requests received and estimate the costs attendant to fulfilling those requests.

Mr. Yunker then distributed the table, "Estimated Revenue – Service Information Projects" which lists five categories of service information requests the Commission staff receives and responds to throughout the year (copy attached to Official Minutes). The table identified for each type of service request, the number of requests received annually, the average number of staff hours needed to complete the request, the average hourly staff rate attendant to completing the request including indirect and fringe costs, the estimated total cost per service information request, and the estimated local cost per request after accounting for Federal and State funding which the Commission receives to assist in responding to these service and information requests. Mr. Yunker noted the staff is in the process of assembling additional information over the past year or two for each category of service information request including the party making the request and the purpose of the request. He indicated that this should be available for review at a future Administrative Committee meeting. He added that staff will also attempt to establish whether other regional planning commissions charge for similar services. He reiterated that such additional information needs to be evaluated before the Committee determines a course of action. Mr. Yunker then briefly described each type of service information project listed in the table.

In response to an inquiry by Mr. Wirth concerning sewer service extension reviews, Mr. Yunker stated the staff reviews the location of the proposed sewer extension including the area which it would serve, determines whether it would be located within an adopted sanitary sewer service area, and determines whether there are any impacts to primary or secondary environmental corridors, isolated natural resource areas, or wetlands. The review is documented in a letter.

Mr. Buestrin noted that understanding who is making the request and the purpose of the request is important, because it may not be appropriate to be charging a fee to Counties which are also providing the local tax portion of the County budget.

Mr. Buestrin also asked whether as a result of instituting fees, service information requests could instead go to consultants. Mr. Yunker responded that this could apply in the case of wetland/environmental corridor delineations. However, a consultant could perform the delineation, but the Wisconsin Department of Natural Resources would have Commission staff review the consultant's delineation.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there was no correspondence to be brought to the attention of the Committee.

Mr. Dwyer noted that the Commission staff will be assisting Walworth County with their redistricting effort after the 2010 Census. He stated that he attended a meeting with County Board members of other Southeastern Wisconsin Counties, and noted that there may be interest in having the Commission assist other Counties.

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. Dwyer, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

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Attachments