

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, June 30, 2011

1:35 p.m.

SEWRPC Office Building  
Commissioners' Conference Room  
W239 N1812 Rockwood Drive  
Waukesha, Wisconsin 53187-1607

Present:

Excused:

Committee Members:

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

William R. Drew

Staff:

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

Executive Director  
Business Manager  
Executive Secretary

Guest:

Robert W. Kabitzke

Scrima, Kabitzke & Co., S.C.

#### ROLL CALL

Chair Greene called the meeting to order at 1:35 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted that Mr. Drew had asked to be excused.

#### APPROVAL OF MINUTES OF MAY 19, 2011, MEETING

Chair Greene asked if there were any changes or additions to the May 19, 2011, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Dwyer, and carried unanimously, the minutes of the Administrative Committee meeting held on May 19, 2011, were approved as published.

## **PRESENTATION OF 2010 AUDIT REPORT**

Chair Greene noted that the Commission auditor was in attendance to present to the Committee the findings of the audit of the Commission financial records for calendar year 2010. She then noted that each Committee member received a copy of the Independent Auditor's Report entitled, "*Southeastern Wisconsin Regional Planning Commission Annual Report, December 31, 2010*" in advance of today's presentation. She called on Robert W. Kabitzke of the firm of Scrima, Kabitzke & Co., S.C. to present the 2010 audit report.

Mr. Kabitzke then reviewed the report with the Committee on a page-by-page basis. During this process, the following comments and questions were addressed.

In response to an inquiry by Mr. Wirth, Mr. Kabitzke confirmed that the building bond had been called on March 1, 2011, and the bonds are now paid in full.

In response to a question from Mr. Yunker, Mr. Kabitzke noted that the Commission's operating and reserve account balance of about 33 percent of annual revenues and expenditures may be considered appropriate. Mr. Stroik asked whether this finding could be documented in the audit report. Mr. Kabitzke stated that it was not appropriate to be included in the audit report, but he would write a management letter explaining that the account balance noted in the audit report is within a generally accepted amount of three to four months of annual operating expenditures. Mr. Dwyer noted that Waukesha County has a 15 to 20 percent fund balance, and bond rating officials have indicated that additional fund balance may be excessive. Mr. Yunker noted that the Commission does not have taxing authority like a County. Funding is obtained through grants, service agreements, and annual County tax levy requests.

There being no further questions or discussion, it was moved by Mr. Stroik, seconded by Mr. Wirth, and carried unanimously to approve and accept for publication the 2010 Audit Report as presented. Mr. Yunker indicated that the report would be published in the forthcoming 2010 Annual Report.

## **APPROVAL OF DISBURSEMENTS**

Chair Greene asked Ms. Larsen to review with the Committee the recent disbursements.

### **2011 Reporting Period No. 11**

Ms. Larsen distributed copies of the Check Register for the 11th financial reporting period of 2011, May 9, to May 22, 2011.

In response to an inquiry by Ms. Russell relative to a payment on page one to Bernstein International, Inc., Ms. Larsen stated that the payment was for brass caps that are placed on monument markers used by the Commission as County Surveyor for four of the Region's counties.

There being no further questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 11th reporting period of 2011 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 11th reporting period of 2011 (copy attached to Official Minutes).

### **2011 Reporting Period No. 12**

Ms. Larsen distributed copies of the Check Register for the 12th financial reporting period of 2011, May 23, to June 5, 2011.

In response to an inquiry by Mr. Dwyer relative to a payment on page one to Commerce State Bank, Ms. Larsen stated that due to the favorable interest rate the bank is offering on the current money market account the Commission holds at the Bank, the staff transferred additional monies to this account.

In response to an inquiry by Ms. Russell relative to a payment on page two to MicroLaw, Inc., Ms. Larsen stated that it was payment for the purchase of the new document management system software, Worldox, which was approved for purchase at the May Administrative Committee meeting.

In response to an inquiry by Ms. Russell relative to a payment on page three to Ms. Kara Ottum, Ms. Larsen stated that Ms. Ottum is a limited term employee working on the Origin and Destination Travel Study and is reimbursed monthly for her cell phone use while in the field conducting the travel survey. Mr. Yunker further explained that this employee is specifically working at the Region's boundaries, surveying vehicle travel across the Region's boundaries. The use of her cell phone helps her stay in contact as various issues, such as bad weather, arise. He also noted that this payment is only for the work on this survey and that once that survey is over, the Commission will no longer pay for a portion of her cell phone expenses.

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 12th reporting period of 2011 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 12th reporting period of 2011 (copy attached to Official Minutes).

### **2011 Reporting Period No. 13**

Ms. Larsen distributed copies of the Check Register for the 13th financial reporting period of 2011, June 6, to June 19, 2011.

In response to an inquiry by Ms. Russell relative to a payment on page four to Terminal-Andrae, Inc., Ms. Larsen stated that this payment was for repair of a number of the outdoor lights for the Commission building. Mr. Wirth recommended that Commission staff obtain quotes on replacement of the outdoor lighting system with LED fixtures as this lighting is more economical to operate.

There being no further questions or comments, on a motion by Ms. Wirth, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 13th reporting period of 2011 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 13th reporting period of 2011 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JUNE 19, 2011**

Copies of the Statement of Projected Revenues and Expenditures for the period ending June 19, 2011, 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.

In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered represented about 45 percent of the calendar year. She then called attention to the following items:

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

2. The Service Agreement Revenues remain unchanged from the report presented at the May meeting.
3. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2009 financial audit. These accounts will be adjusted upon the approval of the 2010 financial audit.
4. The Commission had on hand as of June 19, 2011, approximately \$4.56 million. This includes about \$82,000 of unearned revenue provided to the Commission in advance of expenditures. The funds on hand are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 0.13 percent interest and four money market accounts at various local banks.

On a motion by Mr. Bakke, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending June 19, 2011, was accepted to be placed on file (copy attached to Official Minutes).

#### **CONSIDERATION OF BUSINESS INSURANCE RENEWAL**

Chair Greene asked Mr. Yunker to report on the renewal of the Commission's business insurance policy. Mr. Yunker reported that the Commission's Insurance Agency, Johnson Insurance, has met with the staff and has provided a renewal quote for the Commission's insurance. The insurance includes general liability, business automobile, workers compensation, umbrella, and employment practices liability. The quote for the 2011-2012 insurance renewal is \$42,031, slightly less than the 2010-2011 insurance premium of \$42,198. The current insurance policy expires July 28, 2011. Mr. Yunker noted that there needed to be an additional \$48 included to cover towing for four Commission vehicles bringing the total renewal cost to \$42,079.

He then requested approval from the Administrative Committee to renew the Commission's Business Insurance policy.

On a motion by Mr. Bakke, seconded by Mr. Stroik, and carried unanimously, the staff was approved to renew all business insurance for 2011-2012 including a policy modification of an additional \$48.00 for towing insurance for four Commission vehicles.

#### **REPORT OF SALARY ADJUSTMENTS**

Mr. Yunker reported that an Ad Hoc Committee created by the Commission Chairman, consisting of Commissioners Buestrin, Russell, Schmidt, and Stroik had met with him to review the proposed 2011 Commission staff salary adjustments. The Ad Hoc Committee, Mr. Yunker said, is recommending salary adjustments totaling about \$134,800 or 4.0 percent. The adjustments include for some positions a market equity adjustment, based on a comparison to County and State salaries, and merit increases.

A brief discussion ensued relative to the competitiveness of Commission salaries in the engineering and planning marketplace. Mr. Yunker stated that the Commission has increasingly become not competitive with regard to engineering and planning salaries.

Following this discussion, the report of the 2011 Commission staff salary adjustments was accepted by the Committee.

## **CORRESPONDENCE/ANNOUNCEMENTS**

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

Mr. Yunker said the Commission has received a notice from the City of Pewaukee that Werner Electric Supply, the company located across the street on Rockwood Drive, has applied for a conditional use permit to install a wind turbine on their land. The City is seeking comments regarding these plans. He said the staff has no comment on this project.

Mr. Yunker also stated that the Commission has been pursuing the development of a satellite office in the Milwaukee County City Campus building. He noted this location will be convenient for holding public meetings. It will also provide increased coordination with the Milwaukee County Transportation and Public Works staff. He noted that this office will be staffed by Mr. Stephen Adams of the Commission's Public Involvement and Outreach Division. Mr. Yunker stated the details of the agreement call for two offices and access to conference rooms, and the proposed rental agreement will be brought to the Administrative Committee for approval at a future meeting.

## **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:50 p.m. on a motion by Mr. Bakke, seconded by Mr. Dwyer, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director