

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, November 30, 2006

1:30 p.m.

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

Present:

Excused:

Committee Members:

Paul G. Vrakas, Chairman  
Thomas H. Buestrin  
Adelene Greene  
Allen L. Morrison  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

William R. Drew  
Richard A. Hansen  
Linda J. Seemeyer

Absent:

Staff:

Philip C. Evenson  
Loretta Watson

Executive Director  
Executive Secretary

#### ROLL CALL

Chairman Vrakas called the meeting to order at 1:35 p.m. Roll call was taken and a quorum declared present. Mr. Evenson noted for the record that Commissioners Drew, Hansen, and Seemeyer had asked to be excused.

#### APPROVAL OF MINUTES OF OCTOBER 26, 2006, MEETING

On a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on October 26, 2006, were approved as published.

#### APPROVAL OF DISBURSEMENTS

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

**2006 Reporting Period No. 22**

Mr. Evenson distributed copies of the Check Register for the 22nd financial reporting period of 2006, October 16 to October 29.

In response to an inquiry by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 1 of the Register to Daniel Boyce was for work completed by Mr. Boyce as a technical consultant to the Commission in connection with the 30<sup>th</sup> Street industrial corridor initiative. Mr. Evenson called attention to the payment listed on page 1 of the Register to Deluxe Business Checks, noting that such payment was made by the Commission on behalf of the Southeastern Wisconsin Regional Transit Authority. He noted that the Commission is acting as fiscal agent for that Authority and that the Commission will be repaid for such out-of-pocket expenses but not for staff time. In response to a question by Mr. Vrakas, Mr. Evenson indicated that Total Comfort of WI, Inc., is now the Commission's vendor for maintenance on the heating, ventilation, and air conditioning systems at the Rockwood Drive building. Total Comfort, he said, acquired the Wenninger Company, the latter company having held the maintenance contract for HVAC work on the building.

There being no further questions or comments, on a motion by Mr. Morrison, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 22nd reporting period of 2006 were approved.

Chairman Vrakas, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 22nd reporting period of 2006 (copy attached to Official Minutes).

**2006 Reporting Period No. 23**

Mr. Evenson distributed copies of the Check Register for the 23rd financial reporting period of 2006, October 30 to November 12.

In a response to an inquiry by Mr. Wirth, Mr. Evenson indicated that there will be ongoing payments to Aero-Metric, Inc., in connection with a number of projects being undertaken by the Commission on behalf of the counties, noting in particular a new project for Washington County. That project, he said, will obtain elevation data by a new technology called Light Detecting and Ranging (LiDAR). In response to a follow up question by Mr. Schmidt, Mr. Evenson indicated that the elevation data being obtained will meet the mapping standards put forth by the Federal Emergency Management Agency. In response to a question by Mr. Vrakas regarding a payment listed on page 1 of the Register to the Boardman Law Firm, Mr. Evenson indicated that such payment was in connection with the work done under the direction of Attorney Lawrie Kobza on a technical report prepared in support of the Commission's regional water supply study. In response to a question by Ms. Greene, Mr. Evenson indicated that the payment listed on page 2 of the Register to ExxonMobil Card Services was for motor fuel purchases in support of the Commission's nine vehicle fleet. In response to a question by Mr. Buestrin, Mr. Evenson said the payment listed on page 3 of the Register to Jefferson Pilot Financial Insurance was in connection with the purchase of long term disability coverage for Commission employees.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Ms. Greene, and carried unanimously, the Commission disbursements for the 23rd reporting period of 2006 were approved.

Chairman Vrakas, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 23rd reporting period of 2006 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING NOVEMBER 12, 2006**

Copies of the Statement of Projected Revenues and Expenditures for the period ending November 12, 2006, were distributed for Committee review. Mr. Vrakas asked Mr. Evenson 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, Mr. Evenson commented that the period covered represented nearly 90 percent of calendar year 2006. As he reviewed the Statement, he called attention to the following items:

1. With respect to Federal and State revenues, no changes have been made to the Statement since the last report which was submitted in September. All of these revenues are secure; indeed, the Commission has received approval of the last draw of Federal Transit Administration funds, that totaling \$150,000, which is obtained through Milwaukee County.
2. With respect to service agreement revenues, no changes have been made since the September report. For the year-end report to be submitted at the December Committee meeting it is intended that a comprehensive review of service agreement revenues will have been made and any adjustments reported.
3. The expenditure data on the Statement reflects 23 full reporting periods, or 46 weeks of the calendar year. The projected year end surplus approximates \$15,000, not including interest income and proceeds from the sale of materials.
4. The liability, operating, and reserve accounts reported on the Statement remain unadjusted from the September report. The title of one of the reserve accounts has been changed to "Insurance Reserve" in accordance with the Committee's recent direction.
5. The Commission had on hand as of November 12, 2006, about \$3.87 million. This includes about \$729,000 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 5.24 percent interest; in several certificates of deposit at banks in the Region; and in savings and checking accounts at Johnson Bank. The certificate of deposit with Investors Bank has been recently renewed at an interest rate of 5.09 percent.

A brief discussion then ensued. In response to an inquiry by Mr. Buestrin, Mr. Evenson indicated that interest and other miscellaneous income could total perhaps \$125,000. In response to a follow up question by Mr. Buestrin, Mr. Evenson said that all bills had been paid relative to the improvements scheduled this year at the Rockwood Drive building except for one relatively minor invoice in connection with the painting work. At the end of the discussion, it was agreed that Mr. Evenson would work with the Commission's Business Manager upon her return from family leave early next year to review the amount of funds that are kept on deposit with Johnson Bank.

Following that discussion, on a motion by Mr. Schmidt, seconded by Mr. Morrison, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending November 12, 2006, was accepted to be placed on file (copy attached to Official Minutes).

#### **REPORT ON ENROLLMENT IN 2007 GROUP MEDICAL INSURANCE PROGRAM**

Mr. Evenson reported that Commission employees had completed decision-making with respect to their choice of health insurance coverage for calendar year 2007, if any, since the last Administrative Committee meeting. Mr. Evenson then distributed a Table 1 that summarizes the results of the decision-making process (copy attached to Official Minutes).

In reviewing this matter with the Committee, Mr. Evenson noted that nine Commission employees declined medical insurance coverage. He also noted that only one employee has chosen to remain with the standard health insurance plan, with all other employees selecting one of several available health maintenance organization (HMO) plans. All 60 Commission employees participating in the program except one, he observed, would be paying 19 percent of the insurance premium cost during 2007. The remaining Commission employee would be paying 42 percent of that cost. He also noted that, owing to pricing decisions by several carriers, a relatively large number of Commission employees switched from the Humana Eastern HMO plan in 2006 to the United Healthcare HMO plan in 2007. Overall, the total cost of medical insurance should approximate \$663,000 for the year. The adopted 2007 budget included about \$773,000 for this purpose, and was in part based upon an assumption of a 15 percent premium increase. As reported at the October Committee meeting, most increases were below 10 percent.

In an ensuing discussion, Mr. Wirth commented that the Town of Cedarburg has now determined to pay only 50 percent of the costs of the monthly group health insurance premiums for its employees. He noted that the Commission will reach its previously determined cap of 20 percent in 2008 and queried whether the Commission should continue to raise the cap to a level of perhaps 30 percent. Mr. Schmidt counseled against such a move, noting that the Commission must compete for professional and technical employees with other public sector agencies and indicated that the Commission is way ahead of its constituent counties in this matter. Mr. Evenson commented that he was most concerned about the impact of such a change on the Commission's lowest paid staff members, noting that the already in place 20 percent co-pay requirement imposes a relatively high burden on such individuals. At the conclusion of this discussion, it was the consensus of the Committee that the existing course in this matter should be stayed.

Following that discussion, on a motion by Mr. Schmidt, seconded by Ms. Greene, and carried unanimously, the subject report was accepted and placed on file.

#### **CONSIDERATION OF LEASE FOR OFFICE SPACE WITH MILWAUKEE COUNTY RESEARCH PARK CORPORATION**

Mr. Evenson recalled that a decision has been made to establish a satellite Commission office in Milwaukee County in conjunction with the conduct of the 30<sup>th</sup> Street industrial corridor revitalization project. After conferring with the Chairman of the Milwaukee County Board's Economic and Community Development Committee, Supervisor Michael Mayo, it has been determined that a suitable location for such an office would be the Technology Innovation Center located just off of Watertown Plank Road in the Milwaukee County Research Park. Mr. Evenson indicated that he and the Commission Chairman had viewed the Innovation Center premises and had determined that a one-year lease of Room 209 in the Center would provide appropriate office space. The monthly rent for that office would be \$241.50. In addition, the Commission would have the ability to use conference rooms in the building, paying for such

use based upon a fee schedule. Moreover, the Commission would be able to purchase, on an as needed basis, clerical support services at the Center, including copy machine use. The Commission's two part-time consultants who are carrying out the 30<sup>th</sup> Street work effort would be stationed in the building. While the primary use of the Commission's space in the building would be for the conduct of the 30<sup>th</sup> Street corridor project throughout 2007, the Commission may want to use that space for other operating purposes. The proposed lease would be for one year beginning on December 1, 2006.

After a brief discussion, on a motion by Mr. Stroik, seconded by Mr. Wirth, and carried unanimously, the Commission Chairman was authorized to execute the lease with the Milwaukee County Research Park Corporation.

### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Evenson reported that while there were no announcements or correspondence to be brought to the attention of the Committee, the recent newspaper articles concerning sick leave controversies in State government makes it imperative that members of the Commission understand the Commission's sick leave policies. He then distributed a copy of those policies and reviewed with the Committee members the contents contained therein (copy attached to Official Minutes). At the conclusion of that review, it was the consensus of the Committee that it would be desirable for the Administrative Committee to comprehensively review the Commission personnel regulations during 2007.

### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:30 p.m. on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Philip C. Evenson  
Deputy Secretary

PCE/lw  
#123197 v1 - AdmNov06Min  
Attachments