

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, April 26, 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
Thomas H. Buestrin
William R. Drew
James T. Dwyer
Michael J. Miklasevich
Daniel S. Schmidt
Gustav W. Wirth, Jr.

Adelene Greene, Vice-Chairman
Richard A. Hansen
Allen L. Morrison

Absent:

Staff:

Philip C. Evenson
Loretta Watson

Executive Director
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 Greene, Hansen, and Morrison had asked to be excused.

APPROVAL OF MINUTES OF MARCH 29, 2007, MEETING

On a motion by Mr. Wirth, seconded by Mr. Dwyer, and carried unanimously, the minutes of the Administrative Committee meeting held on March 29, 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. 7

Mr. Evenson distributed copies of the Check Register for the 7th financial reporting period of 2007, March 19 to April 1.

In response to a question by Mr. Wirth and a suggestion by Mr. Dwyer, it was agreed that the Commission staff would email copies of the Check Registers and Statement of Revenues and Expenditures to all Committee members prior to the meeting, while continuing to distribute hard copies of these documents at the meetings. In response to a question by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 2 of the Register to the Gordon Flesch Company, Inc., represented the cost of processing Commission materials on color copiers in the Commission print shop. He noted that the Commission has moved from offset printing to color copying and has, in so doing, significantly reduced personnel costs in the print shop. Mr. Evenson indicated that the ultimate goal in the print shop is to be able to produce hard copies of Commission reports overnight to fulfill orders.

In response to a suggestion by Mr. Wirth relative to the payment listed on page 4 of the Register to Time Warner Telecom, Mr. Evenson indicated that the staff would again reevaluate in a comprehensive manner all telecommunications expenditures, including examining the costs and benefits associated with telephone service using voice over internet protocol technology. In response to a question by Mr. Dwyer relative to the number of different telecommunications vendors, Mr. Evenson indicated that when the Commission took occupancy of the Rockwood Drive building it solicited proposals from several telecommunications vendors and found that it was more cost-advantageous to divide the needed services into several parts using several vendors. He also indicated that dedicated local service lines are required for the Commission's two elevators.

In response to an inquiry by Mr. Miklasevich relative to the entry listed on page 4 of the Register to Wisconsin SCTF, Mr. Evenson indicated that this represents court-ordered child support payments. In response to an inquiry by Mr. Dwyer relative to the payment listed on page 1 of the Register to Casper Coffee Company, Mr. Evenson indicated that the Commission makes coffee available at all Commission, Advisory Committee, and other meetings held in the Rockwood Drive building as well as to Commission employees. In response to a follow up question by Mr. Stroik, Mr. Evenson indicated that Commission employees are not provided bottled water and soda.

In response to a question by Mr. Dwyer relative to payments to Commissioners for meetings attended, Mr. Evenson indicated that such payments are reflected in the lump sum amounts shown on the front page of each Register under the category of Salaries and Wages. In response to a follow up question by Mr. Dwyer, Mr. Evenson indicated that the budgeted salary amount for Commissioner payments is reflected in the annual Commission budget. In response to an additional question by Mr. Dwyer, Mr. Evenson indicated that the Commission does undertake periodic performance reviews of Commission staff members, but all salary increments are based upon merit. It is not unusual, he said, for a few employees to not receive an annual increase. In response to a question by Mr. Wirth, Mr. Evenson indicated that Commission employees presently pay for 19 percent of group health insurance costs, with the contribution level rising to 20 percent in 2008 and being capped at that amount.

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 7th reporting period of 2007 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 7th reporting period of 2007 (copy attached to Official Minutes).

2007 Reporting Period No. 8

Mr. Evenson distributed copies of the Check Register for the 8th financial reporting period of 2007, April 2 to April 15, 2007.

In response to an inquiry by Mr. Wirth relative to the payment listed on page 1 of the Register to Aero-Metric, Inc., Mr. Evenson indicated that this was the first payment for the Washington County 2007 LiDAR large-scale mapping program, a program being fully paid for by Washington County. In response to a follow up question by Mr. Wirth, Mr. Evenson indicated that the 2007 orthophotography flight was flown early in the week of April 9th, and that product should become available by late summer. He indicated that as a part of the Commission's 2007 orthophotography program, being done primarily at the request of the Federal Government, he had negotiated for a portion of the project area to receive a new oblique aerial photography product by an Orlando-based firm, MultiVision USA. This special product enables viewers to effectively see all sides of buildings. The product is valued highly by the law enforcement and assessing communities. In response to a question by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 1 of the Register to Boardman Law Firm represented the last payment to that firm for work on the Commission's water law study.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Miklasevich, and carried unanimously, the Commission disbursements for the 8th reporting period of 2007 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 8th reporting period of 2007 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING APRIL 15, 2007

Copies of the Statement of Projected Revenues and Expenditures for the period ending April 15, 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 about 30 percent 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 March Committee meeting. Revenues from the Federal Transit Administration and the Wisconsin Department of Natural Resources remain to be secured, but there is no reason to believe those revenues will not be forthcoming.
2. The expenditure data on the Statement reflects eight reporting periods, or 16 weeks. As expected, the projected year end surplus continues to decline, standing at about \$198,000.
3. The liability, operating, and reserve accounts reported on the Statement have been adjusted to reflect the findings of the 2006 audit report approved by the Committee at its March meeting. The two liability accounts have been reduced overall from about \$498,500 to about \$422,300, reflecting the auditor's findings. These liability amounts are calculated based upon an assumption that had the Commission ceased operations as of December 31, 2006, these liabilities would have

been incurred. The operating account has been left unchanged at \$950,000. The Equipment Reserve, Insurance Reserve, and Program Development Reserve accounts have been left unchanged at \$175,000, \$300,000, and \$630,000, respectively. The Building Improvement and Maintenance account has been adjusted to \$142,931. The Rockwood Drive Building Bond Redemption account has been eliminated given the direction received from the Executive Committee at its March 29, 2007, meeting to convey to the Rockwood Drive building bond trustee the remaining sum of \$360,000. The trustee now has in hand sufficient funds, given assumed earnings between now and March 2011, to retire all remaining outstanding bonds without penalty at that time. The sum of the operating account (\$950,000), the reserve accounts (\$1,247,931), and the amount recently sent to the Rockwood Drive building bond trustee (\$360,000), totals \$2,557,930, which is the Commission's fund balance as of December 31, 2006, as reported in the recent audit.

4. The Commission had on hand as of April 15, 2007, about \$3.72 million. This includes about \$818,000 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 5.25 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. Drew, seconded by Mr. Wirth, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending April 15, 2007, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson reported that, with respect to the Commission's 2006 audit report, the Commission had received correspondence dated April 23, 2007, from the Wisconsin Department of Administration indicating on behalf of that Department that the audit had been received and that there were no issues to be resolved.

ADJOURNMENT

Mr. Evenson recalled that the Administrative Committee had asked that a comprehensive review of Commission Personnel Regulations be undertaken during 2007. Accordingly, he indicated that he would plan to place on the agenda of the May Committee meeting an item that would permit the Committee to begin that review.

There being no further business to come before the Committee, the meeting was adjourned at 2:10 p.m. on a motion by Mr. Schmidt, seconded by Mr. Miklasevich, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments