

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, October 25, 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
Allen L. Morrison
Daniel S. Schmidt
Gustav W. Wirth, Jr.

Adelene Greene, Vice-Chairman
Richard A. Hansen

Absent:

Staff:

Philip C. Evenson
Loretta Watson

Executive Director
Executive Secretary

ROLL CALL

Chairman Stroik 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 Greene and Hansen had asked to be excused.

APPROVAL OF MINUTES OF SEPTEMBER 27, 2007, MEETING

On a motion by Mr. Schmidt, seconded by Mr. Dwyer, and carried unanimously, the minutes of the Administrative Committee meeting held on September 27, 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. 20

Mr. Evenson distributed copies of the Check Register for the 17th financial reporting period of 2007, September 17 September 30, 2007.

There being no questions or comments, on a motion by Mr. Drew, seconded by Mr. Morrison, and carried unanimously, the Commission disbursements for the 20th reporting period of 2007 were approved.

Chairman Stroik, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 20th reporting period of 2007 (copy attached to Official Minutes).

2007 Reporting Period No. 21

Mr. Evenson distributed copies of the Check Register for the 21st financial reporting period of 2007, October 1 to October 14, 2007.

In response to an inquiry by Mr. Miklasevich, Mr. Evenson noted that the classification of expenditures listed on page 1 of the Register for a payment to Dakota Intertek Corporation as "office supplies" likely was inappropriate since the expenditures in question were related to field work accomplished by the firm in connection with remonumentation activities for Milwaukee County. He indicated that he would review the expenditure classes with the Commission's Business Manager and make appropriate adjustments. Mr. Morrison commented that the expenditure listed on page 3 of the Register to Rev's Pre-Cast Concrete Corporation for survey monuments likely also is misclassified.

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 21st reporting period of 2007 were approved.

Chairman Stroik, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 21st reporting period of 2007 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES
FOR PERIOD ENDING OCTOBER 14, 2007**

Copies of the Statement of Projected Revenues and Expenditures for the period ending October 14, 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 80 percent of the calendar year. He then called attention to the following items in the Statement:

1. The revenue entries on the Statement are little changed from the report presented at the September Committee meeting. Some modest adjustments have been made to anticipated service agreement revenue, particularly with respect to the land use, floodland management, and economic development program categories. In total, these adjustments result in about a \$5,000 decrease in anticipated service agreement revenue. He noted that about \$96,000 in water quality planning revenue expected this year from the Wisconsin Department of Natural Resources has not yet been secured. With the passage earlier this week of the new State Budget Bill, he said, it is hoped that this additional State funding will be forthcoming. The Commission has not to date been advised that the monies are in jeopardy.

2. The expenditure data on the Statement reflects 21 reporting periods, or 42 weeks. The projected year end surplus presently stands at about \$195,000, virtually unchanged from the September 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 October 14, 2007, about \$3.2 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 5.05 percent interest; in several certificates of deposit at banks; and in savings and checking accounts at Johnson Bank.

After a brief discussion relative to the State revenues that remain presently unsecured and the fact that much of the work entailed has already been accomplished, on a motion by Mr. Schmidt, seconded by Mr. Miklasevich, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 14, 2007, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF VEHICLE FLEET REPLACEMENTS

Mr. Evenson indicated that the Commission's 2007 budget allows for the replacement of two of the Commission's nine-vehicle fleet. The Commission, he said, usually waits until late in the year to make vehicle purchases to be sure that the budgeted funds would be available for that purpose. Given the current budget situation, he said, the Commission staff now proposes to purchase, off the State of Wisconsin government purchase bid list, two new vehicles, one being a 2008 Chrysler minivan to replace the 2003 Ford Taurus station wagon, and the other being a 2008 Chevrolet Impala to replace the 2003 Ford Taurus sedan. The vehicles would be purchased from Ewald Automotive Group in Oconomowoc, which holds the State contract for automobile purchases. Together, the cost of the two vehicles would be somewhat less than \$50,000.

A discussion then ensued. In response to an inquiry by Mr. Wirth, Mr. Evenson indicated that the Commission typically replaces vehicles when they have from 70,000 to 80,000 miles recorded. In response to an inquiry by Mr. Dwyer, Mr. Evenson indicated that typically the Commission does not trade in those vehicles, but rather solicits bids from used car dealers after getting a trade-in quote from the agency from which new cars are purchased. In some cases, he said, the cars are sold to staff on a high-bid basis. Noting the relatively high cost quoted by Mr. Evenson, Mr. Dwyer suggested that additional bids be sought. It may be, he said, that the State does not always get the best deal. Mr. Buestrin concurred and indicated that he would work with the staff to get the most advantageous price possible.

Following that discussion, on a motion by Mr. Wirth, seconded by Mr. Miklasevich, and carried unanimously, the Commission's Business Manager was authorized to acquire two new vehicles after conferring with Chairman Buestrin as to the exact vehicles to be purchased and as to bid prices.

REPORT ON 2008 GROUP MEDICAL INSURANCE PREMIUMS

Mr. Evenson recalled that the Commission participates in the Wisconsin Public Employees Group Insurance Program. That program is governed by the State of Wisconsin Group Insurance Board and is administered by the Wisconsin Department of Employee Trust Funds. He noted that the Commission had

recently been informed of the group health insurance rates for calendar year 2008. He then distributed a table identifying those rates to Committee members (copy attached to Official Minutes).

Mr. Evenson noted that the cost of the standard plan, which in recent years has been selected by only one employee, has decreased by about 10 percent. With respect to the four HMO plans offered, all of which are based on the same array of benefits, two HMO's -- Anthem and Humana -- had relatively high increases for 2008, while the remaining two HMO's -- Dean and United Health Care SE -- had relatively low rates of increase. The staff, he said, is in the process of selecting plans for 2008, with the enrollment period expiring at the end of the month. A full report of the budget impact of the selection process will be ready for the next Administrative Committee meeting.

A brief discussion then ensued. Mr. Wirth commented that Commission employees would be responsible next year for paying 20 percent of the premium costs. Mr. Dwyer indicated that, as far as public units and agencies of government are concerned in this respect, the Commission undoubtedly leads the way in the size of employee cost share. Mr. Evenson commented that in addition to the Commission's requirement that employees bear 20 percent of the premium costs, the State program has a requirement that the Commission pay no more than 105 percent of the lowest cost plan. The lowest cost plan next year, he said, has been determined by the State to be United Health Care SE.

REVIEW, DISCUSSION, AND ACTION ON COMMISSION PERSONNEL REGULATIONS

Mr. Evenson reviewed with the members of the Committee proposed changes to Articles 6, 14, 15, 16, 17, 18, and 20 of the SEWRPC Personnel Regulations. He called attention first to the revisions shown in Article 6, Sick Leave, noting that the Committee had given initial consideration to this Article at a meeting earlier in the year. Since that time, he said, and after discussing this particular Article with Mr. James R. Sommers, the Commission's legal counsel, the Commission staff had determined to propose a change to Article 6(D) pertaining to the sick leave conversion credit at retirement. He then reviewed the proposed change with the members of the Committee, noting that the change would eliminate the present employee cash-out option of accumulated sick leave credit. The change further proposes that upon retirement any employee's unused sick leave credit amount will be placed in a trust fund governed by the Commission but administered by the ICMA-RC as a retirement health savings plan under rules approved by the Federal Internal Revenue Service. Such a plan enables a retiree to use the accumulated credit amount to pay for health insurance premiums and other qualified medical expenses. Mr. Sommers, he said, has reviewed the ICMA-RC documents and found them to be in order. The plan would affect all new retirees.

Mr. Evenson then reviewed the several changes suggested to Articles 14, 15, 16, 17, 18, and 20 of the Personnel Regulations, noting that the proposed changes were very minor in nature.

A brief discussion then ensued focusing primarily on the changes to Article 6(D). In response to an inquiry by Mr. Buestrin, Mr. Evenson indicated that ICMA-RC is headquartered in Washington, DC. That firm, however, has local representatives. Mr. Dwyer commented that Waukesha County very recently selected ICMA-RC as the administrator of its retirement health care plan. Mr. Evenson noted that the proposed change would be made as of January 1, 2008, and that only retirees after that date would be eligible to participate in the program.

Following that discussion, on a motion by Mr. Schmidt, seconded by Mr. Miklasevich, and unanimously carried, the proposed changes to Articles 6, 14, 15, 16, 17, 18, and 20 of the Personnel Regulations were

approved and the Commission staff authorized to work with the Commission's legal counsel to enroll the Commission in the ICMA-RC retirement health savings plan.

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 2:30 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