

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, March 24, 2011

1:33 p.m.

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

Present:

Excused:

Committee Members:

Thomas H. Buestrin  
Nancy Russell  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Adelene Greene, Chair  
Gilbert B. Bakke  
William R. Drew  
James Dwyer, Vice-Chairman  
John F. Weishan, Jr.

Staff:

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

Executive Director  
Business Manager  
Executive Secretary

#### ROLL CALL

Mr. Stroik called the meeting to order at 1:33 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted that Chair Greene, Mr. Bakke, Mr. Drew, Mr. Dwyer, and Mr. Weishan had asked to be excused.

#### APPROVAL OF MINUTES OF FEBRUARY 17, 2011, MEETING

Mr. Stroik asked if there were any changes or additions to the February 17, 2011, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on February 17, 2011, were approved as published.

#### APPROVAL OF DISBURSEMENTS

Mr. Stroik asked Ms. Larsen to review with the Committee the recent disbursements.

**2011 Reporting Period No. 4**

Ms. Larsen distributed copies of the Check Register for the 4th financial reporting period of 2011, January 31, 2011, to February 13, 2011.

In response to an inquiry by Ms. Russell, relative to the payment listed on page 1 of the register to Dr. Kurt W. Bauer, Mr. Yunker stated that Dr. Bauer is a consultant under contract to the Commission, and serves as the County Surveyor for Kenosha, Milwaukee, Walworth, and Waukesha Counties.

In response to an inquiry by Ms. Russell, relative to the payment listed on page 1 of the register to Central Office Systems, Inc., Ms. Larsen stated that the payment was for copies produced on the black and white copier and the color copier both located in the Commission's print shop.

In response to an additional inquiry by Ms. Russell, relative to the payment listed on page 2 of the register to ESRI, Inc., Ms. Larsen indicated that this payment was for annual maintenance for the ArcInfo, ArcCOGO, and ArcGIS software used by the Geographic Information Systems Division.

[Secretary's Note:                      The maintenance cost on the ESRI, Inc. software package is approximately 20 percent of the software purchase price.]

In response to an inquiry by Ms. Russell, relative to the payment listed on page 1 of the register, Ms. Larsen explained that the Commission made an electronic payment on behalf of the Wisconsin Department of Natural Resources (WDNR) to the Federal Highway Administration (FHWA) for the WDNR's share of the "Updating U.S. Precipitation Frequency Estimates for Wisconsin" study. The WDNR is not able to electronically transmit the payment to the FHWA, and has asked the Commission for assistance in transmitting this payment.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Buestrin, and carried unanimously, the Commission disbursements for the 4th reporting period of 2011 were approved.

Mr. Stroik, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 4th reporting period of 2011 (copy attached to Official Minutes).

**2011 Reporting Period No. 5**

Ms. Larsen distributed copies of the Check Register for the 5th financial reporting period of 2011, February 14, to February 27, 2011.

In response to an inquiry by Mr. Buestrin relative to the payment listed on page 1 of the register to Four Seasons Landscape Maintenance, Ms. Larsen stated that the payment was for plowing, salting, and snow removal during the month of February 2011.

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 5th reporting period of 2011 were approved.

Mr. Stroik, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 5th reporting period of 2011 (copy attached to Official Minutes).

**2011 Reporting Period No. 6**

Ms. Larsen distributed copies of the Check Register for the 6th financial reporting period of 2011, February 28, to March 13, 2011.

There being no questions or comments, on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 6th reporting period of 2011 were approved.

Mr. Stroik, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 6th reporting period of 2011 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MARCH 13, 2011**

Copies of the Statement of Projected Revenues and Expenditures for the period ending March 13, 2011, were distributed for Committee review. Mr. Stroik 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 20 percent of the new calendar year. She then called attention to the following items:

1. The revenue entries on the Statement largely reflect the budgeted amounts set forth in the Commission's 2011 Overall Work Program approved late in 2010. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of \$444,000. This is a typical pattern encountered in the early stages in carrying out the Commission's annual work program. The surplus may be expected to decline throughout the year.
2. The service agreement revenue in the Transportation Study program area has been reduced from \$200,000 to \$75,000. This reduction reflects a decreased workload.
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 completion of the audit for 2010.
4. The Commission had on hand as of March 13, 2011, approximately \$4.1 million. This includes about \$70,000 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 0.19 percent interest and three money market accounts at local banks.
5. The SEWRPC Savings Accounts and Certificate of Deposit table shows a money market account with Legacy Bank. That bank was closed on March 11, 2011, and the monies have been transferred to Seaway Bank, which is located in Chicago, Illinois. A brief discussion ensued, and a motion was made by Mr. Schmidt, seconded by Mr. Buestrin, and carried unanimously, for Ms. Larsen to withdraw the Commission's funds from Seaway Bank of Chicago, Illinois, and deposit these funds in a local bank.

On a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending March 13, 2011, was accepted to be placed on file (copy attached to Official Minutes).

### **CONSIDERATION OF STATE BUDGET REPAIR BILL AND PROPOSED 2011-2013 STATE BUDGET**

Mr. Yunker reiterated that at the February 17, 2011, Administrative Committee meeting Chair Greene requested to have the State Budget Repair Bill and proposed 2011-13 State Budget added to the meeting agenda for discussion on how these changes will impact the Commission. He stated that it is anticipated

that the State Budget Repair bill will affect the payroll beginning with the Monday, March 28, 2011, pay period. He stated that on the April 15, 2011, paychecks each employee will then contribute 5.8 percent of their salary to the Wisconsin Retirement System. He added that there is some question as to whether the Budget Repair Bill will be in effect on March 28, 2011. If there is delay in the Budget Repair Bill going into effect, the employee contributions toward retirement will be deferred.

Mr. Yunker also stated that the State Budget Repair bill calls for employees to contribute 12 percent of the cost of the health insurance premium on health coverage available through the Wisconsin Department of Employee Trust Funds. He then noted that Commission employees currently contribute 20 percent of the cost of the health insurance premium on health coverage available for local employers through the Wisconsin Department of Employee Trust Funds.

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there was no correspondence to be brought to the attention of the Committee, but made announcements concerning ongoing Commission business.

Mr. Yunker also noted that the Commission staff will be initiating a regional travel habits and patterns survey in April of this year. The nearly \$3 million project to be conducted in 2011 and 2012 is being funded by the U.S. Department of Transportation and the Wisconsin Department of Transportation. He stated that the travel survey has historically been conducted every ten years, and a press release regarding this project will be released within the next week.

Mr. Yunker also announced that the annual Regional Planning Commission Day at the Capitol has been set for Thursday, April 28, 2011. All Commissioners are invited to attend and take the opportunity to meet with State legislators. He indicated that additional information about this event will be provided to all Commissioners as it becomes available.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:40 p.m. on a motion by Mr. Buestrin, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director

KRY/dad  
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Attachments