

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, April 21, 2011

1:34 p.m.

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

Present:

Excused:

Committee Members:

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

John F. Weishan, Jr.

Staff:

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

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Ms. Greene called the meeting to order at 1:34 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted that Mr. Weishan had asked to be excused.

APPROVAL OF MINUTES OF MARCH 24, 2011, MEETING

Ms. Greene asked if there were any changes or additions to the March 24, 2011, meeting minutes.

On a motion by Mr. Schmidt, seconded by Mr. Buestrin, and carried unanimously, the minutes of the Administrative Committee meeting held on March 24, 2011, were approved as published.

APPROVAL OF DISBURSEMENTS

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

2011 Reporting Period No. 7

Ms. Larsen distributed copies of the Check Register for the 7th financial reporting period of 2011, March 14, 2011, to March 27, 2011.

In response to an inquiry by Ms. Russell relative to the minimal payment listed on page 3 of the register to Menards, Ms. Larsen stated that normally such a small purchase would be made with petty cash; however, the Commission does hold an account with Menards and it was most likely assumed that other purchases had been made on the account.

Mr. Schmidt inquired about a payment listed on page 2 of the register to Interpreting Solutions, Inc. Ms. Larsen stated that this payment is for a sign language interpreter that is hired to accommodate a hearing impaired individual who attends the Environmental Justice Task Force meetings.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 7th reporting period of 2011 were approved.

Ms. Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 7th reporting period of 2011 (copy attached to Official Minutes).

2011 Reporting Period No. 8

Ms. Larsen distributed copies of the Check Register for the 8th financial reporting period of 2011, March 28, to April 10, 2011.

In response to an inquiry by Ms. Russell relative to the payment listed on page 3 of the register to the University of Wisconsin Extension, Ms. Larsen indicated that the amount shown is payment for two quarters of Mr. Gary Korb's services. Mr. Korb is a University of Wisconsin Extension employee who provides public involvement, outreach, and educational services for the Commission. Mr. Korb is able to utilize the resources of the Extension office and, in turn, make available those resources to the Commission.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 8th reporting period of 2011 were approved.

Ms. Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 8th reporting period of 2011 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING APRIL 10, 2011

Copies of the Statement of Projected Revenues and Expenditures for the period ending April 10, 2011, were distributed for Committee review. Ms. 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 27 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 \$361,000.

2. No changes have been made to the Service Agreement Revenue.
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 April 10, 2011, approximately \$4.86 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 0.17 percent interest and three money market accounts at local banks.

In response to an inquiry by Ms. Russell, Ms. Larsen stated that the amount in the State Local Government Investment Pool is included in the amount of cash on hand as noted in item number 4 above. She further noted that there is approximately \$3.5 million in the State Investment Pool.

Mr. Yunker noted that Commission staff has been evaluating alternative banks for Commission checking and deposit services, and expects to make a recommendation for Committee consideration at the May meeting.

On a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending April 10, 2011, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE/ANNOUNCEMENTS

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

Mr. Yunker noted that at the May meeting the proposed Commission year 2012 budget will be discussed and considered by the Committee for recommendation for approval by the Commission at the Annual Commission Meeting on June 15, 2011. He then distributed two tables; one showing the change in equalized value from 2009 to 2010 by County within the Southeastern Region, and the other showing the change in SEWRPC regional tax levy by County under a possible 2012 SEWRPC budget which would propose no change in the total regional tax levy in 2012. He noted that if the total regional tax levy would not change in 2012, this would be the sixth straight year that the Commission would be proposing no increase in the regional tax levy for SEWRPC. Mr. Stroik suggested that the letter that transmits the final budget and budget request to each County in June include a paragraph describing how the total regional tax levy is divided among the Counties based on their proportion of total regional equalized value, and explaining that under a Commission flat budget, their budget share could marginally increase or decrease depending on their share of total regional equalized value. Mr. Yunker stated that a draft of this letter will be prepared for review at the June Administrative Committee meeting.

Mr. Yunker also announced that the annual audit would be considered at the Administrative Committee Meeting on June 30, 2011, and will be provided to Committee members two weeks in advance of the meeting.

Mr. Yunker noted that upon the effective date of 2011 Wisconsin Act 10 (at this time delayed due to a temporary restraining order), Commission employees will be paying 50 percent of the total contributions to their pensions to the Wisconsin Retirement System (WRS). He added that this is the equivalent of 5.8

percent of each employee's salary. He stated that the IRS will consider the employee pension contributions as post-tax contributions, unless the Commission Administrative Committee would adopt a resolution indicating that the Commission is deducting the contributions from employee salaries, and is paying the deducted contributions directly to the WRS, and employees do not have the choice of receiving the deducted pension contributions. He distributed two pages from the WRS website explaining this pension contribution post-tax/pre-tax issue and a letter and draft resolution from the Commission attorney. Mr. Dwyer noted that many local governments are considering similar actions. He stated that the attorney for the Wisconsin Counties Association has also prepared an opinion and draft resolution, and offered to share this with Commission staff. Mr. Yunker stated that staff will provide this information for the May meeting together with a proposed resolution for Committee consideration.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:20 p.m. on a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

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Attachments