

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, May 19, 2011

1:30 p.m.

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

Present:

Excused:

Committee Members:

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

Adelene Greene, Chair

Staff:

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

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Vice-Chairman Dwyer called the meeting to order at 1:30 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted that Ms. Greene had asked to be excused.

APPROVAL OF MINUTES OF APRIL 21, 2011, MEETING

Vice-Chairman Dwyer asked if there were any changes or additions to the April 21, 2011, meeting minutes.

On a motion by Mr. Wirth, seconded by Ms. Russell, and carried unanimously, the minutes of the Administrative Committee meeting held on April 21, 2011, were approved as published.

APPROVAL OF DISBURSEMENTS

Vice-Chairman Dwyer asked Ms. Larsen to review with the Committee the recent disbursements.

2011 Reporting Period No. 9

Ms. Larsen distributed copies of the Check Register for the 9th financial reporting period of 2011, April 11, 2011, to April 24, 2011.

In response to an inquiry by Ms. Russell relative to a payment on page one to Advantage Research, Inc., (ARI), Mr. Yunker stated that ARI is a consultant assisting Commission staff in the conduct of the regional travel surveys, and specifically the survey of the travel habits and patterns of resident households of the Region. He noted that this effort is conducted every ten years and is funded by the Wisconsin Department of Transportation. He stated that ARI is assisting the Commission staff by initiating contact with households selected to participate in the survey and then working with households in their completion of the travel survey.

In response to an inquiry by Mr. Wirth, Mr. Yunker stated that ARI is located in Germantown, Wisconsin.

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 9th reporting period of 2011 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 9th reporting period of 2011 (copy attached to Official Minutes).

2011 Reporting Period No. 10

Ms. Larsen distributed copies of the Check Register for the 8th financial reporting period of 2011, April 25, to May 8, 2011.

In response to an inquiry by Mr. Schmidt relative to a payment on page three to Mayfair Rent-a-Car, Inc., Ms. Larsen stated that this expenditure was for renting two eight-passenger vans for the external highway travel portion of the regional travel survey.

Mr. Wirth inquired about a payment listed on page two of the register to Knives & Blades, Inc. Ms. Larsen stated that this payment is for a replacement blade for a paper cutter.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 10th reporting period of 2011 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 10th reporting period of 2011 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MAY 8, 2011

Copies of the Statement of Projected Revenues and Expenditures for the period ending May 8, 2011, were distributed for Committee review. Vice-Chairman Dwyer 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 35 percent of the new calendar year. She then called attention to the following items:

1. The Federal and State revenue entries for the continuing program area remain unchanged from the budgeted amounts set forth in the Commission's 2011 Overall Work Program approved late in 2010.
2. The Federal revenues for the regional travel origin and destination survey have been adjusted to reflect a revised project schedule. Service Agreement Revenues have been adjusted to reflect a revised project schedule resulting in an overall increase of approximately \$117,000.
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 May 8, 2011, approximately \$4.40 million. This includes about \$82,000 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 0.15 percent interest and four money market accounts at local banks.

On a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending May 8, 2011, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF BUDGET ASSUMPTIONS FOR 2012

Vice-Chairman Dwyer asked Mr. Yunker to lead the Committee through a discussion of possible budget assumptions for calendar year 2012. Noting that materials had been provided to Committee members with the agenda for this meeting (copy attached to the Official Minutes), Mr. Yunker made the following major points:

1. Federal and State revenues for transportation planning are assumed to be at the same level as last year.
2. State revenues for water quality and coastal management planning are not expected to change over the 2011 amounts.
3. A series of assumptions led to a \$134,000 increase in service agreement revenue. Increases are anticipated in park and land use planning and water quality management planning. A decrease in revenue is expected in community assistance planning, stormwater management planning, and the travel and origin destination study.
4. It is unknown as to whether the tenant, ProHealth Care Inc., will renew their lease prior to the expiration date of March 31, 2012, however, the budget reflects the assumption that a new lease will be signed. Commission staff will continue to meet with Pro Health Care to determine their interest in continuing as a tenant of SEWRPC. Staff will also work to negotiate new lease options with ProHealth Care, Inc.

5. It is proposed that the budget amount for regional tax levy support remain at its present level of \$2.37 million, resulting in a tax rate of 0.00130 percent (substantially below the statutory cap of 0.003 percent). Owing to relative differences in the change in equalized property value between 2009 and 2010 among the seven counties, some counties will see an increase in regional planning tax levy support, while other counties will see a decrease. Ozaukee, Walworth, Washington, and Waukesha Counties will see increases of 0.71 to 1.25 percent and Kenosha, Milwaukee, and Racine Counties will see decreases of 0.01 to 0.95 percent. The proposed 2012 Budget reflects the sixth consecutive year of a no increase or reduced tax levy.
6. On an overall basis, the potential year 2012 operating budget would call for a total revenue and expenditure level of about \$7.79 million, an increase of about \$147,460, or 1.9 percent, from the adopted 2011 budget. The increase is resulting from the regional travel surveys and potential water quality planning service agreement revenues. If the water quality planning service agreement revenues are not realized, the budget would decrease by nearly \$200,000.
7. Key expenditure assumptions proposed to be made in preparing the budget include an authorized full time staffing level of 67 positions, the same number of staff as in 2011; staff salary adjustments not to exceed an average of 3 percent with the salary adjustments distributed on the basis of merit only; and a 10 percent increase in health insurance costs.

During the review of the 2012 Budget Assumptions, the following questions and comments were made:

Ms. Russell commented that Counties may cut back on planning projects they had asked the Commission to conduct and inquired about whether the service agreement revenue assumptions include signed agreements. Mr. Yunker stated that these revenue assumptions do include service agreements that have not yet been secured.

In response to a question by Mr. Buestrin, Ms. Larsen stated that when the annual audit is completed, the reserve accounts will be reviewed, which include for example, building maintenance. Mr. Dwyer suggested that it would be prudent to solicit estimates from contractors to determine the estimated cost and timing of major building maintenance projects, including roof replacement; parking lot rehabilitation; and heating, ventilation, and air conditioning system replacement.

At the conclusion of the discussion, it was moved by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously to direct the Commission staff to prepare a year 2012 budget consistent with the assumptions presented and discussed, and to present that budget to the full Commission for formal consideration at the Annual Meeting of the Commission in Washington County on June 15, 2011.

CONSIDERATION OF BANK CHECKING AND DEPOSIT SERVICES

Vice-Chairman Dwyer asked Ms. Larsen to lead the Committee through a discussion of bank checking and deposit services. Ms. Larsen explained that due to increased service charges and difficulties in performing the Commission's necessary financial transactions, staff has reviewed banking proposals from seven area banks. Criteria considered for banking services included: an understanding of the Commission's financial transactions, experience with the financial transactions that the Commission performs, potential service charges, branch location, and a Wisconsin headquartered bank. It was determined that Associated Bank best met these criteria.

Mr. Stroik then inquired about the nearest Associated Bank location. Ms. Larsen said that there is a branch bank on STH 164 and Capitol Drive, with the main Southeastern Wisconsin office located in Milwaukee.

At the conclusion of the discussion, it was moved by Ms. Russell, seconded by Mr. Bakke, and carried unanimously to transfer banking services to Associated Bank.

CONSIDERATION OF A REPLACEMENT DOCUMENT MANAGEMENT SOFTWARE PROGRAM

Vice-Chairman Dwyer asked Ms. Larsen to present to the Committee the issues involved with the current document management software (DMS) program, DOCS Open. She then distributed a memorandum to the Committee (copy attached to the Official Minutes) which explains that the DOCS Open software has become obsolete and is no longer supported or maintained. The memorandum also described the staff's review process of DMS programs, and the staff recommended DMS program, Worldox.

In response to a question by Mr. Stroik, Ms. Larsen stated that Hummingbird Ltd., the proprietary company who owned DOCS Open, is no longer in business, thus there are no annual licensing fees. She then indicated that DOCS Open has not been upgraded for many years, the search index portion of the program has failed, and it is not compatible with the most recent version of Microsoft Windows. She noted that the software should be replaced prior to a complete breakdown of the system. In response to a question by Mr. Stroik, Ms. Larsen stated it would take about three to four weeks to complete the conversion of the documents within the current system to the new system, and another month for software installation and training to ensure that staff is properly utilizing Worldox.

In response to a question by Mr. Buestrin, Ms. Larsen stated that the licensing is concurrent, meaning that the license is not assigned to a specific person, rather to the software, meaning that on any day, any 50 people will have access to Worldox. She then added that Worldox DMS licensing is flexible and licenses can be purchased individually or "returned" if not needed.

After noting the Commission staff's detailed research of DMS, Mr. Wirth suggested that Commission staff hire a computer technology consultant to confirm the staff's findings and direction. After a short discussion, Mr. Wirth made a motion, seconded by Mr. Drew, and carried unanimously, to obtain replacement document management software, pending a review and confirmation of staff analysis and recommendations by a technology consultant.

[Secretary's note:

Staff met with a business/technology advisor, Mr. Eric Stelter, who was provided a copy of the attached staff memorandum. Mr. Stelter reviewed a number of DMS options and concurred with the staff recommendation of Worldox as the best DMS solution for the Commission. Mr. Stelter did suggest, however, that staff work to develop procedures to ensure that all incoming documents are scanned and saved as appropriate into the new DMS system.]

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Stroik announced that he was appointing an Ad Hoc Committee to review Commission staff salaries and consider potential annual staff salary adjustments. He asked Messrs. Buestrin and Schmidt to serve on the Committee with him, and asked if any other Administrative Committee members would be interested in serving on the Ad Hoc Committee. Ms. Russell then expressed her interest in participating on the Ad Hoc Committee and Mr. Stroik welcomed her to the Committee.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:33 p.m. on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

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Attachments