

MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
ADMINISTRATIVE COMMITTEE

Thursday, May 17, 2012

1:30 p.m.

SEWRPC Office Building
Commissioners' Conference Room
W239 N1812 Rockwood Drive
Waukesha, Wisconsin 53187-1607

Present:

Excused:

Committee Members:

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

David L. Stroik

Staff:

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

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Chair Greene called the meeting to order at 1:30 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted for the record that Mr. Stroik had asked to be excused.

APPROVAL OF MINUTES OF APRIL 19, 2012, MEETING

Chair Greene asked if there were any changes or additions to the April 19, 2012, meeting minutes. On a motion by Mr. Dwyer, seconded by Mr. Wirth, and carried unanimously, the minutes of the Administrative Committee meeting held on March 22, 2012, were approved as published.

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APPROVAL OF DISBURSEMENTS

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

2012 Reporting Period No. 9

Ms. Larsen distributed copies of the Check Register for the 9th financial reporting period of 2012, April 9 to April 22, 2012.

In response to an inquiry by Ms. Russell relative to a payment on page 1 to the Chicago Title Insurance Company, Ms. Larsen stated that the Commission administers the Village of Shorewood Business Improvement Fund and that on behalf of the Village, Chicago Title Insurance provided a letter report concerning a title search. The Commission is invoiced by Chicago Title Insurance, and, in turn, the Commission then invoices the Village of Shorewood for such expenses.

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 9th reporting period of 2012 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 9th reporting period of 2012 (copy attached to Official Minutes).

2012 Reporting Period No. 10

Ms. Larsen distributed copies of the Check Register for the 10th financial reporting period of 2012, April 23 to May 6, 2012.

There being no questions or comments, on a motion by Mr. Dwyer, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 10th reporting period of 2012 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 10th reporting period of 2012 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MAY 6, 2012

Copies of the Statement of Projected Revenues and Expenditures for reporting period 10 ending May 6, 2012, were distributed for Committee review. Chair 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 35 percent of the new calendar year. She then called attention to the following items:

1. The Federal and State revenue entries on the Statement largely remain unchanged from the budgeted amounts set forth in the Commission's 2012 Overall Work Program approved late in 2011.
2. The Service Agreement Revenues have been adjusted to reflect a revised project schedule resulting in an overall decrease of approximately \$20,500. Decreases occurred in the Land Use Planning Program and the Floodland Management Planning Program, and increases are expected in the Water Quality Planning Program and the Community Assistance Planning Program.

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3. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of about \$700,000. The surplus may be expected to decline to about \$200,000 throughout the year with the payment of items such as the insurance premium, payment to the City of Pewaukee for the payment in lieu of taxes, replacement of equipment, and the contractor for the Milwaukee County Surveyor program.
4. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2010 financial audit. These accounts will be adjusted upon completion of the audit for 2011.
5. The Commission had on hand as of May 6, 2012, approximately \$5.0 million. This includes about \$36,000 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 0.14 percent interest, and various money market accounts.

There being no inquiries or discussion, 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 6, 2012, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF BUDGET ASSUMPTIONS FOR 2013

Chair Greene asked Ms. Larsen to lead the Committee through a discussion of possible budget assumptions for calendar year 2013. Noting that materials had been provided to Committee members with the agenda for this meeting (copy attached to the Official Minutes), Ms. Larsen made the following major points:

1. Federal revenues for transportation planning have increased by \$200,000 due to the addition of Highway Planning Discretionary (PL-D) funding to support the major reevaluation of regional land use and transportation plans. The PL-D funding is anticipated for the years 2013 and 2014. The availability of the PL-D funding beyond 2014 is unknown at this time.
2. State revenues for transportation planning have increased slightly due to a larger than anticipated match on the Federal Planning funding. The State has also provided one-time funding to complete the Washington County Transit Development Plan, which is expected to begin in 2012 and be completed by September 2014.
3. State revenues for water quality and coastal management planning are not expected to change over the 2012 amounts.
4. A series of assumptions led to a \$113,000 increase in service agreement revenue. Increases are anticipated in water quality management planning and stormwater management planning. A decrease in revenue is expected in park and land use planning, travel origin and destination survey, and community assistance planning.
5. It is unknown as to whether the tenant, ProHealth Care, Inc., will renew their lease prior to the expiration date of March 31, 2013. ProHealth Care, Inc. has expressed an interest in remaining, and potentially expanding.

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6. 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 0.00133 percent (substantially below the statutory cap of 0.003 percent). Owing to relative differences in the change in equalized property value between 2010 and 2011 among the seven counties, some counties will see an increase in regional planning tax levy support, while other counties will see a decrease. Ozaukee, Racine, Walworth, Washington, and Waukesha Counties will see increases of 0.95 to 1.55 percent, and Kenosha and Milwaukee Counties will see decreases of 1.25 and 1.27 percent, respectively. The proposed 2013 Budget reflects the seventh consecutive year of a no increase or reduced tax levy.
7. On an overall basis, the potential year 2013 operating budget would call for a total revenue and expenditure level of about \$7.32 million, a decrease of about \$447,912, or 5.8 percent, from the adopted 2012 budget. The decrease results largely from the completion of the regional travel survey.
8. Key expenditure assumptions proposed to be made in preparing the budget include an authorized full time staffing level of 70 positions, an increase of 3 positions over the 2012 level; staff salary adjustments of 3 percent with the salary adjustments distributed on the basis of merit only and a 10 percent increase in health insurance costs.

In response to an inquiry by Ms. Greene, concerning a staff reduction due to the budget decrease as a result of the completion of the regional travel survey, Mr. Yunker stated that much of the work involved for the travel survey has been performed by consultants and temporary employees. Consultants were hired to complete the household and the external vehicle travel survey portions of the study, while temporary staff has been hired to code the survey results. He also stated that the Commission had hired two limited term employees in March 2011, specifically to work on the travel survey study. These two employees will continue to work on the travel survey study until its completion in mid-2013.

In response to an inquiry by Mr. Dwyer, relative to how stormwater management projects have affected the budget, Ms. Larsen stated that the revenues for these projects are scheduled by work anticipated to be completed during the year. Periodically, the status of these projects is reviewed and the attendant revenue is adjusted to the appropriate calendar year.

In response to an inquiry by Ms. Russell, Ms. Larsen stated that a 3 percent increase had been added to the budget for raises, which are awarded based on merit.

In response to an inquiry by Mr. Wirth, relative to the prudence of keeping the tax levy flat for so many consecutive years, Mr. Yunker stated that the staff believes that the addition of the Federal PL-D revenues, and savings within the budget, such as the employee contribution to retirement accounts, permits keeping the tax levy flat.

At the conclusion of the 2013 budget assumptions discussion, it was moved by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously to direct the Commission staff to prepare a year 2013 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 20, 2012.

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CONSIDERATION OF BUILDING ROOF REPLACEMENT AND HEATING, VENTILATION, AIR CONDITIONING SYSTEM REPLACEMENT

Chair Greene asked Ms. Larsen to review with the Committee the status of the Commission's building repair and rehabilitation needs.

Ms. Larsen distributed to the Commissioners a handout containing the roofing, and heating, ventilation and air conditioning cost proposals. She briefly reviewed the roofing cost proposals and recommended Schranz Roofing and Sheet Metal, the lowest cost contractor for the roof replacement contractor. Mr. Yunker further explained that Commission staff also recommends to replace the entire roof at this time, rather than replacing the oldest portion of the building, which is 25 years old now and the newer portion of the building which is 18 years old within five years. Mr. Wirth agreed that it would be more economical to repair the entire roof now as the Commission would not have to pay for equipment setup a second time. There being no further questions or discussion, it was moved by Mr. Buestrin, seconded by Ms. Russell, and carried unanimously that the Schranz Roofing and Sheet Metal, Inc. be selected as the contractor to replace the entire Commission building roof.

Ms. Larsen then stated that Commission staff worked with Harwood Engineering to prepare and distribute the bid document for replacement of the heating, ventilation, and air conditioning (HVAC) system in the oldest portion of the building to four HVAC contractors. Commission staff recommends contracting with Total Mechanical, Inc. for the HVAC replacement and the interior duct work as they are the low bidder and are the Commission's current contractor, thus there is a familiarity with the current system. There being no inquiries or discussion, on a motion by Ms. Russell, seconded by Mr. Drew, and carried unanimously, Total Mechanical, Inc. was chosen to replace the HVAC system in the older portion of the Commission building.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there were no correspondence or announcements 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 2:15 p.m. on a motion by Mr. Bakke, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/dad
AdminMay12Min (#204169)

Attachments