MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION ADMINISTRATIVE COMMITTEE

Thursday, June 28, 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 Nancy L. Russell Daniel S. Schmidt David L. Stroik Gustav W. Wirth, Jr. Adelene Greene, Chair William R. Drew John F. Weishan, Jr.

Staff:

Kenneth R. Yunker Executive Director Elizabeth A. Larsen Business Manager Debra A. D'Amico Executive Secretary

Guest:

Robert W. Kabitzke Scrima, Kabitzke & Co., S.C.

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 for the record that Ms. Greene, Mr. Drew, and Mr. Weishan had asked to be excused.

APPROVAL OF MINUTES OF MAY 17, 2012, MEETING

Vice-Chairman Dwyer asked if there were any changes or additions to the May 17, 2012, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on May 17, 2012, were approved as published.

PRESENTATION OF 2011 AUDIT REPORT

Vice-Chairman Dwyer noted that the commission auditor was in attendance to present to the Committee the findings of the audit of the Commission financial records for calendar year 2011. He then noted that each Committee member received a copy of the Independent Auditor's Report entitled, "Southeastern Wisconsin Regional Planning Commission Annual Report, December 31, 2011" in advance of today's presentation. He called on Robert W. Kabitzke of the firm of Scrima, Kabitzke & Co., S.C. to present the 2011 audit report.

Mr. Kabitzke then reviewed the report with the Committee on a page-by-page basis. During this process, the following comments and questions were addressed.

In response to an inquiry by Vice-Chairman Dwyer concerning the Excess Revenues Over Expenditures, as shown on pages 2 and 3 of the Audit Report, Mr. Kabitzke indicated that upon payment of the bond for the building on March 1, 2011, interest on funds deposited in advance of payment was paid to the Commission.

In response to an inquiry regarding the General Fixed Asset Group table on page 6 of the audit report by Mr. Wirth, Mr. Kabitzke stated this table shows the original cost of the fixed assets. He further stated that the fair market value at liquidation of these assets would differ from the original cost of the fixed assets.

Mr. Stroik inquired about the timing of the Committee's approval of the audit. Mr. Yunker stated that the 2011 audit report was emailed to Committee members in advance of the meeting. He then stated that for future audits staff will provide a hard copy audit report one week prior to the Committee meeting. He noted that the approved audit report will be posted on the Commission's website and published in the Commission's Annual Report.

There being no further questions or discussion, it was moved by Ms. Russell, seconded by Mr. Wirth, and carried unanimously to approve and accept for publication the 2011 Audit Report as presented.

APPROVAL OF DISBURSEMENTS

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

2012 Reporting Period No. 11

Ms. Larsen distributed copies of the Check Register for the 11th financial reporting period of 2012, May 7 to May 20, 2012.

In response to an inquiry by Mr. Wirth relative to a payment on page 3 of this report to Mayfair Rent-A-Car, Ms. Larsen stated that this expense was for vehicle rentals for the conduct of the external cordon survey portion of the regional travel survey.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 11th reporting period of 2012 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 11th reporting period of 2012 (copy attached to Official Minutes).

2012 Reporting Period No. 12

Ms. Larsen distributed copies of the Check Register for the 12th financial reporting period of 2012, May 21 to June 3, 2012.

There being no questions or comments, on a motion by Ms. Russell, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 12th reporting period of 2012 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 12th reporting period of 2012 (copy attached to Official Minutes).

2012 Reporting Period No. 13

Ms. Larsen distributed copies of the Check Register for the 13th financial reporting period of 2012, June 4 to June 17, 2012.

In response to an inquiry by Mr. Wirth relative to a payment on page 5 to Wisconsin Deferred Compensation, Ms. Larsen stated that this is a voluntary program where employees are able to set aside a portion of their paycheck on a pre-tax basis. This program is administered by the Great West Retirement Services and offered to staff through the State of Wisconsin. The Commission as an employer does not contribute to this program.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 13th reporting period of 2012 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 13th reporting period of 2012 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JUNE 17, 2012

Copies of the Statement of Projected Revenues and Expenditures for reporting period 13 ending June 17, 2012, 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 50 percent of the new calendar year. She then called attention to the following items:

- 1. The Federal and State revenue entries on the Statement remain unchanged from the report presented at the May meeting.
- 2. The Service Agreement Revenues remain unchanged from the report presented at the May meeting.

- 3. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of about \$680,000. 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 the approval of the 2011 financial audit.
- 5. The Commission had on hand as of June 17, 2012, approximately \$4.2 million. This includes about \$32,000 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 various money market accounts.

There being no inquiries or discussion, on a motion by Mr. Bakke, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending June 17, 2012, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF BUSINESS INSURANCE RENEWAL

Vice-Chairman Dwyer asked Ms. Larsen to report on the renewal of the Commission's business insurance policy. Ms. Larsen reported that the Commission's insurance agent, Mr. Ronald Knudsen with Johnson Insurance, was in the process of soliciting proposals for the renewal of the Commission's insurance. The insurance includes general liability, property, automobile, workers compensation, umbrella, and employment practices liability. The current insurance policy expires July 28, 2012. She stated that it was expected that the cost of business insurance for 2012-2013 would be within 5 percent of the 2011-2012 business insurance. She requested approval from the Administrative Committee to renew the Commission's Business Insurance policy for an amount not to exceed a 5 percent increase from the 2011-2012 insurance.

In response to an inquiry by Ms. Russell, Ms. Larsen stated that the Commission's policy does provide for equipment and data replacement in the event of a fire.

In response to an inquiry by Mr. Stroik, Ms. Larsen stated that the amount of umbrella insurance coverage is \$5 million.

On a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the staff was approved to renew business insurance for 2012-2013 not to exceed a 5 percent increase.

[Secretary's Note: The Commission's insurance was renewed at a cost of \$43,189, an increase from its cost of \$42,080 the previous year.]

REPORT OF SALARY ADJUSTMENTS

Mr. Yunker reported that an Ad Hoc Committee created by the Commission Chairman, consisting of Commissioners Buestrin, Russell, Schmidt, and Stroik, had met with him to review the proposed 2012 Commission staff salary adjustments. The Ad Hoc Committee, Mr. Yunker said, is recommending salary adjustments totaling about \$120,000 or 3.7 percent. The adjustments include for some positions a market equity adjustment, based on a comparison to County and State salaries, and the rest are merit increases.

Mr. Yunker stated that during this next year the Commission staff will conduct a salary survey and compare Commission salaries with similar county and State positions, and to the extent possible, the private sector as well. Ms. Russell noted that Walworth County had recently completed a salary survey. Mr. Yunker stated that the Commission staff would also review the Walworth County salary study and contact the other Counties to see if other similar studies are available for review.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there was no correspondence and there were no 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 2:14 p.m. on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker Executive Director

KRY/EAL/dad AdminJun12Min (#205419)

Attachments