

MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
ADMINISTRATIVE COMMITTEE

Thursday, April 25, 2013

1:30 p.m.

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

Present:

Excused:

Committee Members:

James Dwyer, Chairman
Gilbert B. Bakke
Thomas H. Buestrin
Michael A. Crowley
William R. Drew
Nancy L. Russell
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

Adelene Greene, Vice-Chair

Staff:

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

Executive Director
Business Manager
Executive Secretary

Guest:

David Opitz

Commissioner, Ozaukee County

ROLL CALL

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 had asked to be excused.

APPROVAL OF MINUTES OF MARCH 28, 2013, MEETING

Chairman Dwyer asked if there were any changes or additions to the March 28, 2013, meeting minutes.

(Administrative Committee)
April 25, 2013

On a motion by Mr. Wirth, seconded by Mr. Drew, and carried unanimously, the minutes of the Administrative Committee meeting held on March 28, 2013, were approved as published.

APPROVAL OF DISBURSEMENTS

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

2013 Reporting Period No. 7

Ms. Larsen distributed copies of the Check Register for the 7th financial reporting period of 2013, March 11 to March 24, 2013.

In response to an inquiry by Ms. Russell, relative to a payment on page 4 to Terminal-Andrae, Inc., Ms. Larsen stated that this payment was the balance due on a second electrical transformer which was installed due to a lack of available electrical circuits within the building.

In response to an inquiry by Mr. Wirth, relative to a payment on page 3 to Ohio State University (OSU), Ms. Larsen stated this payment was for a Transportation Research Board conference, which in 2013 is being hosted by OSU and two Transportation Division staff are attending. Mr. Yunker added that this conference provides annual traffic forecasting and modeling seminars which enable the modeling staff to stay current with state-of-the-art modeling.

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 7th reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 7th reporting period of 2013 (copy attached to Official Minutes).

2013 Reporting Period No. 8

Ms. Larsen distributed copies of the Check Register for the 8th financial reporting period of 2013, March 25 to April 7, 2013.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Central Office Systems, Corp., Ms. Larsen stated that this payment was for the purchase of two color copiers for the Print Shop.

Ms. Russell then inquired about a payment on page 3 to Craig H. Schmidt. Ms. Larsen stated that Mr. Schmidt and his staff have previously completed painting and wallpapering projects for the Commission. She stated that this payment is the final balance due for repairing and repainting the reception area walls and repairing water damaged walls around a back entry door.

In response to an inquiry by Mr. Wirth, relative to a payment on page 1 to Dell Marketing concerning the purchase of computer equipment, Ms. Larsen stated the Commission expenses all equipment purchases. She further noted that if an equipment purchase is made specifically for a project that is funded with only Federal and/or State funds, such equipment would be offered to be returned to the appropriate funding source based upon a three year depreciation cycle.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 8th reporting period of 2013 were approved.

(Administrative Committee)

April 25, 2013

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 8th reporting period of 2013 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING APRIL 7, 2013

Copies of the Statement of Projected Revenues and Expenditures for reporting period 8 ending on April 7, 2013, were distributed for Committee review. 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 30 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 budgeted amounts set forth in the Commission's 2013 Overall Work Program approved in late 2012.
2. The Service Agreement revenue has remained unchanged from the report presented at the March Committee meeting.
3. The projection of expenditures through the end of the year indicates a surplus of approximately \$382,000. The surplus is expected to decline throughout the year.
4. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2011 financial audit. These accounts will be adjusted upon completion of the audit for 2012.
5. The Commission had on hand as of April 7, 2013, nearly \$5.4 million. This includes about \$59,200 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. Schmidt, seconded by Ms. Russell, and carried unanimously, the Statement of Projected Revenues and Expenditures for April 7, 2013, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there was no correspondence. He then made the following announcements.

Mr. Yunker stated that at the May Administrative Committee meeting the proposed Commission Calendar Year 2014 budget will be discussed and considered by the Committee for recommendation for approval by the Commission at the Annual Commission Meeting on June 19, 2013. He then distributed two tables; one showing the change in equalized value from 2011 to 2012 by County in the Southeastern Wisconsin Region, and the other showing the change in SEWRPC regional tax levy by County under a possible 2014 SEWRPC budget which would propose, for the eight consecutive year, no change in the total regional tax levy. He noted that due to fluctuations in the equalized valuation by County, four Counties (Kenosha, Milwaukee, Racine and Walworth Counties), would see a decline in their 2014 payment over the 2013 payment, while three Counties (Ozaukee, Washington, and Waukesha Counties) would see a slight increase in their 2014 payment over the 2013 payment. Mr. Yunker then noted that the Calendar Year 2006 tax levy for both Ozaukee and Waukesha Counties was more than proposed for the

(Administrative Committee)

April 25, 2013

Calendar Year 2014 tax levy. After discussion concerning the Commission's ability to maintain services under a flat tax levy budget, it was agreed that a flat tax levy budget should be considered for calendar year 2014.

Mr. Yunker recommended the Administrative Committee create an Ad Hoc Committee for the purpose of reviewing the proposed 2013-2014 Commission staff salary adjustments. He added that salary adjustments are generally shown on the 13th payroll check of the year and are solely merit-based. He further noted that each year the Commission Chairman appoints an Ad Hoc Committee from the Administrative Committee to review, and consider the proposed staff salary adjustments. Mr. Stroik indicated he would chair the Ad Hoc Committee, and Ms. Russell, Mr. Dwyer, and Mr. Buestrin volunteered to serve on the Committee. Mr. Yunker stated that Commission staff is gathering comparative salary information from the Counties in the Region and the Wisconsin Department of Transportation for various Commission staff positions in a variety of categories including engineering, planning, geographic information systems, and clerical. Chairman Dwyer recommended that the Commission should also conduct a comparison of employee benefits. Ms. Russell suggested that comparisons of clerical staff should be done within the Waukesha area.

Mr. Yunker stated that staff was notified that Mr. Gary Korb, after working for the Commission as a contract employee with the University of Wisconsin Extension (UW-Extension) for over 30 years, has now decided to retire on June 1st from the UW-Extension. Mr. Yunker informed the Committee that there has been no payment made to the UW-Extension since January 1, 2013, as Mr. Korb has been out of the office. A discussion ensued relative to the advantages and disadvantages of continuing this relationship with the University of Wisconsin-Extension versus having an employee on staff.

In response to an inquiry by Chairman Dwyer concerning the purchase of Dean Health Plan, Ms. Larsen indicated that the Commission has two employees that are enrolled with Dean Health Plan. However, since the Commission obtains health insurance through the Wisconsin Department of Employee Trust Funds (WDETf), issues or concerns regarding the sale of the Dean Health Plan will be addressed by the WDETf. Should WDETf not offer Dean Health Plan or the new health insurance provider who purchases the company, those two employees do have other health insurance carriers to choose from within the WDETf.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:58 p.m. on a motion by Mr. Wirth, seconded by Mr. Bakke, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/EAL/dad
AdminApr13Min (#210906)

Attachments