

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, May 22, 2014

1:30 p.m.

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

Present:

Excused:

#### Committee Members:

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

#### Staff:

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

#### ROLL CALL

Chairman Dwyer called the meeting to order at 1:30 p.m. Roll call was taken and a quorum was declared with all Committee members present.

#### APPROVAL OF MINUTES OF MARCH 27, 2014, MEETING

Chairman Dwyer asked if there were any changes or additions to the March 27, 2014, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on March 27, 2014, were approved as published.

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## **APPROVAL OF DISBURSEMENTS**

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

### **2014 Reporting Period No. 7**

Ms. Larsen distributed copies of the Check Register for the 7<sup>th</sup> financial reporting period of 2014, March 10 to March 23, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 2 made to Cardmember Service Ms. Larsen stated staff brought in and interviewed an out-of-state job candidate for a position in the Transportation Planning Division. That individual was subsequently hired.

In response to an inquiry by Ms. Russell relative to a payment on page 4 made to Mr. Gary Korb for travel expense, Ms. Larsen stated Mr. Korb attended the Wisconsin Soil and Water Conservation Society Annual Meeting. This meeting addressed issues related to land use and land management with respect to rural and agricultural practices.

In response to an inquiry by Mr. Crowley relative to a payment on page 6 made to XPEDX, Ms. Larsen stated this was payment for the purchase of paper for use in the Commission copiers and printers.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Ms. Greene, and carried unanimously, the Commission disbursements for the 7<sup>th</sup> reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 7<sup>th</sup> reporting period of 2014 (copy attached to Official Minutes).

### **2014 Reporting Period No. 8**

Ms. Larsen distributed copies of the Check Register for the 8<sup>th</sup> financial reporting period of 2014, March 24, to April 6, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 1 made to U.S. Geological Survey (USGS) for 2012 stream gaging, Ms. Larsen stated the account description should read stream gaging and was the first quarter 2014 stream gaging payment. The stream gaging program is a pass through program where the Commission acts as the financial agent between certain water utility agencies, the Milwaukee Metropolitan Sewerage District, and the USGS. The USGS uses a network of 15 streamflow gaging stations to monitor streams in Southeastern Wisconsin.

In response to an additional inquiry by Ms. Russell relative to a payment on page 2 made to Metal Supermarkets Waukesha, Ms. Larsen stated this payment was for steel tubing that is used on the U.S. Public Land Survey monuments to protect the brass monument cap when a road is paved after the monument is in place.

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 8<sup>th</sup> reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 8<sup>th</sup> reporting period of 2014 (copy attached to Official Minutes).

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**2014 Reporting Period No. 9**

Ms. Larsen distributed copies of the Check Register for the 9<sup>th</sup> financial reporting period of 2014, April 7, to April 20, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 1 made to Bernsten International, Inc., Ms. Larsen stated this payment was for the purchase of brass monument caps which are placed on the U.S. Public Land Survey monuments. These brass caps are engraved with the full name of the Commission, and staff then stamps the appropriate town, range, and section corner on each cap.

In response to an inquiry by Ms. Russell relative to a payment on page 4 made to Quantum Spatial, Inc., Ms. Larsen stated Quantum Spatial, Inc. is the new name of Aero-Metric, Inc. the technical consulting firm conducting the 2013 and 2014 Walworth County digital topographic mapping project for portions of Walworth County.

In response to an inquiry by Mr. Drew relative to a payment also on page 4 made to United Way of Waukesha County, Ms. Larsen stated staff may choose to donate to United Way through a payroll deduction and that amount is then paid to United Way of Waukesha County.

There being no further questions or comments, on a motion by Ms. Greene, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 9<sup>th</sup> reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 9<sup>th</sup> reporting period of 2014 (copy attached to Official Minutes).

**2014 Reporting Period No. 10**

Ms. Larsen distributed copies of the Check Register for the 10<sup>th</sup> financial reporting period of 2014, April 21, to May 4, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 3 to Volkmann Railroad Builders, Inc., Ms. Larsen stated the survey staff uses railroad spikes as a measurement or a means to “tie off” a U.S. Public Land Survey monument location. The measurement and spike ensure the monument can be easily found at a later date.

There being no questions or comments, on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 10<sup>th</sup> reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 10<sup>th</sup> reporting period of 2014 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MAY 4, 2014**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 10 ending on May 4, 2014, 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 nearly 35 percent of the calendar year. She then called attention to the following items:

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1. The Federal revenue entries remain largely unchanged from the budgeted amounts set forth in the Commission's 2014 Overall Work Program (OWP) approved in late 2013. The State revenue for the Wisconsin Department of Natural Resources (DNR) has decreased by \$12,000. The State has provided preliminary information that the DNR budget may decrease; however, a 2014 contract has not yet been finalized.
2. The service agreement revenues have been adjusted to reflect a revised project schedule resulting in an overall increase of nearly \$90,000. Increases incurred in the Land Use Planning Program, the Water Quality Planning Program, and the Community Assistance Planning Program. Decreases occurred in the Floodland Management Planning Program and the Economic Development Planning Program.
3. The projection of expenditures through the end of the year indicates a surplus of approximately \$203,000.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2012 financial audit. These accounts will be adjusted upon the completion of the audit for 2013.
5. The Commission had on hand as of May 4, 2014, approximately \$4.7 million. This includes about \$20,000 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 0.09 percent interest, and various money market accounts.

There being no inquiries or discussion, on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending May 4, 2014, was accepted to be placed on file (copy attached to Official Minutes).

#### **CONSIDERATION OF BUDGET ASSUMPTIONS FOR 2015**

Chairman Dwyer asked Ms. Larsen to lead the Committee through a discussion of possible budget assumptions for calendar year 2015. 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 are expected to not change compared to the 2014 projected funding. In addition, all of the Federal transportation funding is U.S. Department of Transportation Highway Administration (FHWA) Planning (PL) funding.
2. State revenues for transportation planning are expected to decrease by \$199,694 compared to the 2014 projected funding. The State funding for the Washington County Transit Development Plan and the Origin and Destination Travel Survey and will end in 2014, as both of these work efforts will be completed by year end.
3. State revenues for water quality planning are expected to decrease by \$12,000 compared to the 2014 projected funding. The Wisconsin Department of Natural Resources is expecting to receive less funding from the U.S. Environmental Protection Agency during 2014 and 2015. Coastal management planning is not expected to change from the 2014 amounts.

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4. A series of assumptions led to a \$486,240 increase in service agreement revenue. Increases are expected in park and land use planning and stormwater management planning. Decreases are expected in economic development planning, community assistance planning, and water quality planning. Federal Highway Administration Surface Transportation Program funds are proposed to be used in 2015 for the 2015 Regional Aerial Orthophotography project, and program development funds are proposed for the reevaluation and extension to the year 2050 of the regional land use and transportation plans due to the extraordinary efforts that will be required to complete these plans in 2015.
5. No change is anticipated in the rental revenue. The tenant, ProHealth Care, Inc., has a lease that ends March 31, 2015. ProHealth Care, Inc., has until December 31, 2014, to notify the Commission of their intent to renew the lease beyond March 2015.
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 0.00143 percent (substantially below the statutory cap of 0.003 percent). Owing to the relative differences in the change in equalized value between 2012 and 2013 among the seven counties, some counties will see an increase in regional planning tax levy support, while other counties will see a decrease. Milwaukee, Ozaukee, and Waukesha Counties will see increases of between 0.815 and 0.873 percent, and Kenosha, Racine, Walworth, and Washington Counties will see decreases ranging from 0.924 to 2.91 percent. The proposed 2015 Budget will be the ninth consecutive year of a no increase or a reduced regional tax levy.
7. On an overall basis, the potential year 2015 operating budget would call for a total revenue and expenditure level of about \$7.565 million, an increase of \$477,813, or 6.74 percent from the adopted 2014 budget. The increase results from additional Service Agreement revenues.
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 three positions over the 2014 level; staff salary adjustments of 3 percent with the salary adjustments distributed on the basis of merit, and a 10 percent increase in health insurance costs.

Following Ms. Larsen's summary of the 2015 budget assumptions, Mr. Yunker reiterated the proposal to use program development funds is due to the major land use and transportation plan reevaluation that is conducted every ten years. He added that there is no additional Federal or State available funding to fully fund this project.

Mr. Yunker then noted that upon the Administrative Committee's approval, this budget will be brought to the full Commission for their review and consideration at the June 18, 2014, Annual Commission meeting.

In response to an inquiry by Mr. Dwyer, Mr. Yunker stated the Commission would continue to have a sufficient amount of reserve funds set aside.

In response to an inquiry by Mr. Buestrin, Ms. Larsen stated the Commission's tenant, ProHealth Care, has not yet renewed their lease; they have until December 31, 2014, to sign an option to extend the lease for an additional two years.

In response to an inquiry by Mr. Dwyer, Mr. Yunker stated that in the 2015 Proposed Budget, the increase in the salary amount is due in part to the addition of three new staff positions. The budget will include a footnote to indicate the increase is due to these staff additions.

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In response to an inquiry by Ms. Greene concerning the three new staff positions, Mr. Yunker stated the positions are largely funded with grant monies.

At the conclusion of the 2015 budget assumptions discussion, it was moved by Mr. Drew, seconded by Mr. Stroik, and carried unanimously to direct the Commission staff to prepare a year 2015 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 Wednesday, June 18, 2014.

#### **REPORT ON SALARY ADJUSTMENTS**

Mr. Yunker reported that an ad hoc salary adjustment committee was established to review recommended staff salary ranges and increments. The committee appointed by Commission Chairman Stroik consisted of Commissioners Buestrin, Russell, Schmidt, and Stroik. The committee met prior to this meeting and approved the proposed salary increments. The increments were categorized into merit increments, equity adjustments, and promotions. Staff merit increments equaled \$124,000 or 3.54% of total salaries. Equity or market adjustments totaled \$7,900 or .23% of total salaries, and promotions accounted for \$8,500 or .24% of total salaries. Five individuals received market adjustments and two individuals received promotions out of a total of 63 staff positions.

#### **CONSIDERATION OF TUCK-POINTING PROJECT**

Chairman Dwyer called on Ms. Larsen to give an update on the Commission building tuck-pointing project. Ms. Larsen recalled last September staff had obtained three quotes on tuck-pointing the Commission building. After obtaining the quotes, it was determined additional assistance was needed as each quote addressed different issues with the building exterior. Mr. Stroik stated he had reviewed the quotes and recommended staff pursue working with an engineering consulting firm to prepare a request for proposal. Mr. Buestrin recommended staff work with Harwood Engineering to prepare the request for proposal and then manage the project.

There being no further inquiries or discussion, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission staff has been given approval to work with Harwood Engineering to prepare a request for proposal and manage the tuck pointing project.

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Chairman Dwyer asked if there was any correspondence or announcements.

Mr. Yunker noted the Commission staff has transmitted a letter to State and local officials stating the Commission is unable to accept additional requests for wetland boundary field delineations on privately-owned properties. Staff will continue to take wetland delineation requests for publicly-owned properties, requests related to public works projects, and requests for transportation projects initiated by local municipalities, county governments and the Wisconsin Department of Transportation. Requests will also continue to be taken for all primary environmental corridor delineations. Mr. Yunker then stated staff will bring a policy to this Committee for consideration to charge private developers for the wetland boundary delineations.

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**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. Wirth, seconded by Mr. Drew, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director

KRY/EAL/dad  
AdminMay14Min (#218310)