

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, May 21, 2015

1:30 p.m.

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

Present:

Excused:

Committee Members:

Thomas H. Buestrin
Charles L. Colman
Michael A. Crowley
William R. Drew
Nancy Russell
Daniel S. Schmidt
Peggy M. Shumway
David L. Stroik
Gustav W. Wirth, Jr.

James T. Dwyer, Chairman
Adelene Greene, Vice-Chair

Non-Committee Members:

Mike Dawson
Robert W. Pitts

Staff:

Kenneth R. Yunker
Michael G. Hahn
Elizabeth A. Larsen
Debra A. D'Amico

Executive Director
Deputy Director
Assistant Director-Administration
Executive Secretary

ROLL CALL

Mr. Stroik 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. Dwyer and Ms. Greene asked to be excused. He also welcomed Commissioners Dawson and Pitts who had attended the special full Commission meeting that took place prior to this meeting.

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APPROVAL OF MINUTES OF APRIL 23, 2015, MEETING

Mr. Stroik asked if there were any changes or additions to the April 23, 2015, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Crowley, and carried unanimously, the minutes of the Administrative Committee meeting held on April 23, 2015, were approved as published.

APPROVAL OF DISBURSEMENTS

Mr. Stroik asked Ms. Larsen to review with the Committee the recent disbursements.

2015 Reporting Period No. 9

Ms. Larsen distributed copies of the Check Register for the 9th financial reporting period of April 6 to April 19, 2015.

In response to an inquiry by Ms. Russell relative to a payment on page 1 made to Citilabs Inc., Ms. Larsen stated this was the annual maintenance on Cube software, a transportation modeling software.

In response to an inquiry by Ms. Russell relative to a payment on page 2 made to Conley Services, LLC, Ms. Larsen stated this was for placing the Comprehensive Economic Development Strategy (CEDS) public notice in four local newspapers: the Washington County Daily News, the Ozaukee County News Graphic, The Freeman, and the Oconomowoc Enterprise.

In response to an inquiry by Mr. Crowley relative to a payment on page 4 made to Otis Elevator Company, Ms. Larsen stated this payment was for the annual service contract for the two elevators located in the Commission office building.

In response to an inquiry by Ms. Russell relative to a payment on page 4 made to Precision Midwest, Ms. Larsen stated that this was for the purchase of a GPS unit to be used primarily in the Natural Resources Division by staff conducting wetland stakings and delineations.

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 9th reporting period of 2015 were approved.

Mr. Stroik, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 9th reporting period of 2015 (copy attached to Official Minutes).

2015 Reporting Period No. 10

Ms. Larsen distributed copies of the Check Register for the 10th financial reporting period of April 20 to May 3, 2015.

There being no questions or comments, on a motion by Mr. Drew, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 10th reporting period of 2015 were approved.

Mr. Stroik, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 10th reporting period of 2015 (copy attached to Official Minutes).

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REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MAY 3, 2015

Copies of the Statement of Projected Revenues and Expenditures for reporting period 10 ending on May 3, 2015, were distributed for Committee review. Mr. Stroik 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 35 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries on the Statement reflect the budgeted amounts set forth in the Commission's Overall Work Program approved late in 2014. The Wisconsin Department of Natural Resources has indicated that there may be a slight increase in revenue in the amount of \$14,285 over the budgeted revenue; however, a 2015 contract has not yet been finalized.
2. The service agreement revenues have been adjusted to reflect a revised schedule resulting in a decrease of just over \$85,000. Decreases occurred in the Transportation Planning Program with regard to modeling revenues, the Water Quality Planning Program, and the Economic Development Planning Program. Increases occurred in the Floodland Management Planning Program and the Community Assistance Planning Program.
3. The projection of expenditures through the end of the year indicates a surplus of approximately \$195,000. The surplus is expected to decline throughout the year.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2013 financial audit. These accounts will be adjusted upon completion of the 2014 audit.
5. The Commission had on hand as of May 3, 2015, approximately \$6.4 million. This includes about \$83,350 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 0.12 percent interest and various money market accounts.

There being no inquiries or discussion, on a motion by Mr. Schmidt, seconded by Mr. Colman, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending May 3, 2015, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF BUDGET ASSUMPTIONS FOR 2016

Mr. Stroik asked Mr. Yunker to lead the Committee through a discussion of possible budget assumptions for calendar year 2016. 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 revenues will decrease slightly due to the allocation of the Federal Highway Administration Planning (FHWA PL) monies among the Wisconsin Metropolitan Planning Organizations.
2. State revenues for transportation planning, water quality planning, and coastal management planning are expected not to change compared to the 2015 budget.

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3. A series of assumptions led to a \$9,785 increase in service agreement revenues. Increases are expected in community assistance planning, stormwater management planning, and the County surveyor program. Transportation modeling revenues have decreased to reflect modeling work assigned by the Wisconsin Department of Transportation. No new program development funds are needed for 2016. Slight decreases in service agreement revenues are expected in economic development planning, park and land use planning, and water quality planning.
4. No change is anticipated in the rental revenue. The tenant, ProHealth Care, Inc., exercised the final option to extend their building lease for two years to March 31, 2017.
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 0.00139 percent (substantially below the statutory cap of 0.003 percent). Owing to the relative differences in the change in equalized value between 2013 and 2014 among the seven counties, some counties will see an increase in regional planning tax levy support, while other counties will see a decrease. Kenosha, Ozaukee, Washington, and Waukesha Counties will see increases of between 0.252 and 1.174 percent, and Milwaukee, Racine, and Walworth Counties will see decreases ranging from 0.575 to 1.783 percent. The proposed 2016 budget will be the tenth consecutive year of a no increase or a reduced regional tax levy.
6. On an overall basis, the potential year 2016 operating budget would call for a total revenue and expenditure level of about \$7.52 million, a decrease of \$45,000, or 0.59 percent decrease from the adopted 2015 budget.
7. Key expenditure assumptions proposed to be made in preparing the budget include an authorized full time staffing level of 69 positions, a decrease of one position from the 2015 staffing level; staff salary adjustments of 3 percent with salary increases distributed on the basis of merit, a 10 percent increase in health insurance costs, and an increase in the Commission's share of the retirement costs from 6.8 percent to 7.0 percent.

In response to an inquiry by Mr. Wirth, Ms. Larsen stated ProHealth Care currently rents 3,534 square feet from the Commission at a rental rate of \$20.24 per square foot.

In response to an inquiry by Ms. Russell, Mr. Yunker stated the increase in the County Surveyor funding reflects the new funding level for the County Surveyor program as was approved by each of the participating Counties of Kenosha, Milwaukee, Ozaukee, Walworth, and Waukesha during discussions in May and June 2014. The increase to each County took effect in January 2015. The funding level is allocated to the five participating Counties based on the U.S. Public Land Survey corners in each County, and the amount of urban land use in each County. This data was then allocated to the five participating Counties.

In response to an inquiry by Mr. Colman, Mr. Yunker stated the Part-time/Overtime budget line item consists largely of part-time staff salaries and a nominal amount budgeted for overtime expense.

At the conclusion of the 2016 budget assumptions discussion, it was moved by Mr. Schmidt, seconded by Mr. Colman, and carried unanimously, to direct the Commission staff to prepare a year 2016 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 17, 2015 (copy of Budget Assumptions for 2016 attached to Official Minutes).

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CORRESPONDENCE/ANNOUNCEMENTS

Mr. Stroik asked Mr. Yunker if there was any correspondence or announcements.

Mr. Yunker indicated that there was no correspondence to report, and then stated that Chairman Stroik will need to appoint an Ad Hoc Committee to review proposed annual Commission staff salary adjustments. He then asked that if any Commissioners were interested in serving on this Committee to contact him or Chairman Stroik.

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. Drew, seconded by Ms. Shumway, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker
Deputy Secretary

KRY/MGH/EAL/dd
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