

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**ADMINISTRATIVE COMMITTEE**

Thursday, May 19, 2016

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 Colman  
Michael A. Crowley  
Mike Dawson  
William R. Drew  
Nancy Russell  
Daniel Schmidt  
David L. Stroik

James T. Dwyer, Chairman  
Adelene Greene, Vice-Chair  
Gustav W. Wirth, Jr.

Staff:

Kenneth R. Yunker  
Michael G. Hahn  
Elizabeth A. Larsen

Executive Director  
Deputy Director  
Assistant Director-Administration

**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, Ms. Greene, and Mr. Wirth asked to be excused.

**APPROVAL OF MINUTES OF APRIL 21, 2016, MEETING**

Mr. Stroik asked if there were any changes or additions to the April 21, 2016, meeting minutes.

On a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on April 21, 2016, were approved as published.

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## **APPROVAL OF DISBURSEMENTS**

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

### **2016 Reporting Period No. 9**

Ms. Larsen distributed copies of the Check Register for the 9<sup>th</sup> financial reporting period of April 4, 2016, to April 17, 2016.

There being no questions or comments, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 9<sup>th</sup> reporting period of 2016 were approved.

Mr. Stroik, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 9<sup>th</sup> reporting period of 2016 (copy attached to Official Minutes).

### **2016 Reporting Period No. 10**

Ms. Larsen distributed copies of the Check Register for the 10<sup>th</sup> financial reporting period of April 18, 2016, to May 1, 2016.

In response to an inquiry by Ms. Russell concerning a payment on page 3 to Northwoods Software Development, Inc., Ms. Larsen stated this was a partial payment for an upgrade to the Commission's website software.

In response to an inquiry by Ms. Russell concerning a payment on page 3 to Ozaukee County, Ms. Larsen stated this was payment to rent the Ozaukee Pavilion for a VISION 2050 public meeting.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 10<sup>th</sup> reporting period of 2016 were approved.

Mr. Stroik, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 10<sup>th</sup> reporting period of 2016 (copy attached to Official Minutes).

## **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MAY 1, 2016**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 10 ending on May 1, 2016, 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 just over 33 percent of the calendar year. She then called attention to the following items:

1. The Federal revenue entries on the Statement remain unchanged from the report presented at the April meeting.
2. The Wisconsin Department of Transportation revenue entry on the Statement remains unchanged from the report presented at the April meeting. The Wisconsin Department of Natural Resources revenue entry has increased slightly to \$14,285 over the budgeted revenue; however, a 2016 contract has not yet been finalized.

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3. The service agreement revenues have been adjusted to reflect a revised schedule resulting in a decrease of \$189,240 in the Continuing Program Area, and a decrease of \$164,320 in the Special Projects Program Area. Decreases occurred in the Transportation Planning Program with regard to traffic modeling revenues, the Water Quality Planning Program, the Floodland Management Planning Program, the Economic Development Planning Program, and the Community Assistance Planning Program. In addition, the Datum Conversion project revenue was adjusted to reflect a project start date of late summer 2016. Service Agreement revenues increased in the Land Use Planning Program due to additional Wisconsin Department of Transportation revenue for the Wetland Delineation project.
4. The projection of expenditures through the end of the year compared with the budgeted revenues, indicates a surplus of just over \$220,000 for the continuing program projects. The surplus is expected to decline throughout the year.
5. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2014 financial audit. These accounts will be adjusted upon completion of the audit for 2015.
6. The Commission had on hand as of May 1, 2016, approximately \$6.4 million. This includes about \$398,377 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 0.41 percent interest and various money market accounts.

Ms. Larsen noted that in accordance with direction from the Administrative Committee on April 21, 2016, the necessary paperwork to open a certificate of deposit at each of the banks listed below will be signed and mailed after this meeting. The banks are: Town Bank, Spring Bank, Commerce State Bank, and PyraMax Bank.

In response to an inquiry by Ms. Russell, Mr. Yunker stated that Federal deposit insurance will cover a deposit up to \$250,000, and State deposit insurance may cover an additional \$400,000 of a local government bank deposit. However, State deposit insurance will only be available until the State deposit guarantee fund is exhausted. Therefore, staff recommends limiting all bank deposits to \$250,000.

There being no further discussion, on a motion by Mr. Schmidt, seconded by Mr. Buestrin, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending May 1, 2016, was accepted to be placed on file (copy attached to Official Minutes).

#### **CONSIDERATION OF BUDGET ASSUMPTIONS FOR 2017**

Mr. Stroik asked Mr. Yunker to lead the Committee through a discussion of possible budget assumptions for calendar year 2017. 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 remain the same as the 2016 budgeted funding.
2. State revenues for transportation planning, water quality planning, and coastal management planning are expected not to change compared to the 2016 budget.
3. A series of assumptions led to a \$59,584 increase in service agreement revenues. Increases are expected in land use planning, community assistance planning, water quality planning, and wetland delineation projects. Transportation modeling revenues and re-monumentation

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assistance revenues have been decreased. Decreases are also expected in economic development planning and stormwater management planning.

4. No change is anticipated in the rental revenue. The tenant, ProHealth Care, Inc., had exercised their final option to extend their building lease for two years ending on March 31, 2017. A proposed new one year lease for the period ending March 31, 2018, with two additional one year options to renew has been sent to ProHealth Care for their consideration.
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 0.00137 percent (substantially below the statutory cap of 0.003 percent). Owing to the relative differences in the change in equalized value between 2014 and 2015 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, Racine, Washington, and Waukesha Counties will see increases of between 0.529 and 2.813 percent, and Milwaukee and Walworth Counties will see decreases of 1.356 and 1.161 percent respectively. The proposed 2017 budget will be the eleventh consecutive year of a no increase regional tax levy.
6. On an overall basis, the potential year 2017 operating budget would call for a total revenue and expenditure level of about \$7.58 million, an increase of \$59,584, or 0.79 percent increase from the adopted 2016 budget.
7. Key expenditure assumptions proposed to be made in preparing the budget include an authorized full time staffing level of 68 positions, a decrease of 1 position(s) from the 2016 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 no change in the Commission's share of the retirement costs of 6.6 percent.

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 15, 2016, Annual Commission meeting.

At the conclusion of the 2017 budget assumptions discussion, it was moved by Mr. Drew, seconded by Mr. Crowley, and carried unanimously, to direct the Commission staff to prepare a year 2017 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 15, 2016 (copy of Budget Assumptions for 2017 attached to Official Minutes).

#### **REVIEW OF COMMISSION SALARY ADJUSTMENTS**

Mr. Yunker reported that a Compensation Subcommittee was established to review recommended staff salary merit adjustments. The Subcommittee met prior to this meeting and approved the proposed salary adjustments. The proposed salary adjustments approximate an average of 3.6 percent.

There being no further discussion, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the Commission Compensation Plan was approved.

#### **CORRESPONDENCE/ANNOUNCEMENTS**

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

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Mr. Yunker noted there was no correspondence to report and then noted that the Commission's Business Insurance, including the Workman's Compensation Insurance will be up for renewal prior to the July Committee meeting. The 2015-2016 insurance premium was \$42,300, and in discussing renewal rates with the Commission's insurance agent it can be expected that the 2016-2017 insurance renewal premium should not be more than \$44,000.

On a motion by Mr. Buestrin, seconded by Ms. Russell, and carried unanimously, the renewal of the Commission's business insurance policy with West Bend Mutual Insurance Company for 2016-2017, was approved with the provision that the policy renewal does not exceed an annual premium of \$45,000.

Mr. Stroik noted that Wednesday, June 15<sup>th</sup> is the date of the upcoming Annual Commission meeting. The meeting will be held at the Washington County Fair Park.

#### **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. Schmidt, seconded by Mr. Drew, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary

KRY/EAL/dd  
AdminMay16Min (#231890)