

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, June 25, 2009

1:30 p.m.

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

Present:

Excused:

Committee Members:

Adelene Greene, Chair
Thomas H. Buestrin
James Dwyer, Vice-Chairman
Michael J. Miklasevich
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

William R. Drew
Richard A. Hansen
Nancy Russell

Staff:

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

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Chair Greene called the meeting to order at 1:32 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted for the record that Commissioners Drew, Hansen, and Russell had asked to be excused.

APPROVAL OF MINUTES OF MAY 28, 2009 MEETING

Chair Greene asked if there were any changes or additions to the May 28, 2009 meeting minutes. Mr. Yunker stated that two changes should be made. Mr. Yunker stated that, the first full paragraph on page 7 of the minutes should be corrected to read, "Mr. Yunker then stated, Commission staff will work with Northwoods Software Development, Inc. to double the capacity and obtain the source code or have the source code placed in an electronic depository." In addition, the last sentence of the third full paragraph

on page 7, should read, "Replacing George Torres on the Commission, Mr. Dranzik will be formally seated on the Commission on June 17."

On a motion by Mr. Dwyer, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on May 28, 2009, were approved as amended.

APPROVAL OF DISBURSEMENTS

Chair Greene asked Mr. Yunker to review with the Committee the recent disbursements.

2009 Reporting Period No. 11

Mr. Yunker distributed copies of the Check Register for the 11th financial reporting period of 2009, May 11 to May 24, 2009.

In response to an inquiry by Mr. Wirth, Mr. Yunker indicated the payment listed on page 1 of the register to ATC, was partial payment for software support services in connection with the Kenosha County Comprehensive Broadband Wireless Communications Project. This payment was funded in full by Kenosha County.

In response to an inquiry by Mr. Dwyer, Ms. Larsen indicated that the expense amounts shown for Commission staff member John R. Meland are reimbursed by the appropriate community as designated by the project charge code.

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 2009 were approved.

Chair Greene, Mr. Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 11th reporting period of 2009 (copy attached to Official Minutes).

2009 Reporting Period No. 12

Mr. Yunker distributed copies of the Check Register for the 12th financial reporting period of 2009, May 25 to June 7, 2009.

There being no questions or comments, on a motion by Mr. Wirth, seconded by Mr. Schmidt and carried unanimously, the Commission disbursements for the 12th reporting period of 2009 were approved.

Chair Greene, Mr. Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 12th reporting period of 2009 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JUNE 7, 2009

Copies of the Statement of Projected Revenues and Expenditures for the period ending June 7, 2009 were distributed for Committee review. Chair Greene asked Ms. Larsen to review with the Committee the financial status of the Commission accounts as of the end of that period. Ms. Larsen noted the following:

1. Federal and State revenue entries remain unchanged from the report presented at the May meeting.

2. No changes have been made to the service agreement revenues.
3. The expenditure data on the statement reflects 12 reporting periods, or 24 weeks of the calendar year. The projection of expenditures through the end of the year reflects a surplus of about \$250,000, a decrease from last month. This decrease is in part due to an extended completion date for the Regional Water Supply Planning Program.
4. The liability, operating, and reserve accounts reported on the statement remain unchanged from the May report and reflect the findings of the 2008 Annual Audit.
5. The Commission had on hand as of June 7, 2009, about \$3.29 million. This includes about \$107,000 of unearned revenue provided to the Commission in advance of expenditures. These funds are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 0.47% interest; in several Certificates of Deposits, and in savings and checking accounts at Johnson Bank.

On a motion by Mr. Wirth seconded by Mr. Schmidt and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending June 7, 2009 was accepted to be placed on file (copy attached to Official Minutes).

REPORT OF SALARY ADJUSTMENTS

Mr. Yunker reported that an Ad Hoc Committee created by the Commission Chairman, consisting of Commissioners Stroik, Drew, Buestrin, Russell and Schmidt had met to discuss 2009 Commission staff salary adjustments. Mr. Yunker indicated that it has been recommended that there be a salary freeze for 2009. However, of the 64 current employees, 12 employees are recommended to be promoted, as their productivity has significantly increased, and they have been assigned additional responsibilities. Mr. Yunker indicated this re-evaluation and re-classification of 12 staff positions is estimated to total approximately \$27,000 annually, or a 0.8 percent increase in salaries.

Following brief discussion, on a motion by Mr. Wirth, seconded by Mr. Miklasevich and carried unanimously, the 2009 Commission staff salary freeze and re-classification were approved.

CONSIDERATION OF BUSINESS INSURANCE RENEWAL

Mr. Yunker reported that the Commission's Insurance Agency, Johnson Insurance, is in the process of soliciting proposals for the renewal of the Commission's insurance. The insurance includes general liability, property, vehicle, workers compensation, umbrella, employers and professionals liability, and public officials liability. The anticipated quote for the insurance is approximately \$44,000, and is expected to be received in early July. The current insurance policy expires July 28, 2009. He then requested approval from the Administrative Committee to renew the Commission's Business Insurance policy for an amount not to exceed the approved 2009 Budget of \$49,500.

On a motion by Mr. Schmidt, seconded by Mr. Miklasevich and carried unanimously the staff was approved to work with the Commission's business insurance agent to renew all insurance at a cost not to exceed the amount in the approved 2009 Budget.

[Secretary's Note: The Commission's insurance was renewed at a cost of \$41,347, a decrease from its cost of \$42,679 the previous year.]

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there was no correspondence to be brought to the attention of the Committee.

Chair Greene announced that there will be no Administrative Committee Meeting for the month of July. The next meeting is scheduled for Thursday, August 20, 2009.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:08 p.m. on a motion by Mr. Schmidt, seconded by Mr. Miklasevich, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/dad
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Attachments