

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, April 22, 2010

1:31 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  
Nancy Russell  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Richard A. Hansen  
John F. Weishan, Jr.

#### 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 1:31 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted for the record that Commissioners Hansen, and Weishan had asked to be excused.

#### APPROVAL OF MINUTES OF MARCH 25, 2010 MEETING

Chair Greene asked if there were any changes or additions to the March 25, 2010, meeting minutes.

On a motion by Mr. Dwyer, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on March 25, 2010, were approved as published.

#### APPROVAL OF DISBURSEMENTS

Chair Greene asked Ms. Larsen to review with the Committee the recent disbursements.

**2010 Reporting Period No. 7**

Ms. Larsen distributed copies of the Check Register for the 7th financial reporting period of 2010, March 15, 2010 to March 28, 2010.

In response to an inquiry by Ms. Russell, Ms. Larsen indicated that the payment listed on page 1 of the register to Brown & Jones Reporting, Inc. was for a court reporter for the Walworth County Jurisdictional Highway System Plan Public Meeting/Hearing held on March 25th at the Elkhorn Area High School.

In response to a second inquiry by Ms. Russell, Ms. Larsen indicated that the payment listed on page 1 of the register to the City of Pewaukee Water & Sewer represents the quarterly water and sewer expense for the Commission offices.

In response to an inquiry by Ms. Russell, Ms. Larsen indicated that the payment listed on page 2 of the register to Cardmember Services is the billing name for the Commission credit card. This payment included airfare and hotel expenses for Mr. Earl F. Burkholder who is working with SEWRPC as a geodetic engineer consultant for the development of bidirectional transformation of State plane and elevation coordinates for the regional control survey program. She also stated that this statement included charges incurred for the placement of an employment advertisement for an entry level transportation engineer/planner position. Mr. Yunker explained that the current job opening arose due to the employee in this position accepting another job.

In response to an inquiry by Mr. Dwyer, Ms. Larsen stated that the payment listed on page 3 of the register to David L. Scrima, SC was for the completion of the 2009 Audit that was presented and approved by the Committee at the March 25th meeting.

There being no further questions or discussion, on a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 7th reporting period of 2010 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 7th reporting period of 2010 (copy attached to Official Minutes).

**2010 Reporting Period No. 8**

Ms. Larsen distributed copies of the Check Register for the 8th financial reporting period of 2010, March 29, 2010 to April 11, 2010.

In response to an inquiry by Ms. Russell, Ms. Larsen indicated that the payment listed on page 1 of the register to Brown & Jones Reporting, Inc., was for a court reporter for the Public Hearing/Meeting of the review and update of the year 2035 regional transportation plan.

In response to a second inquiry by Ms. Russell, Ms. Larsen indicated that the payment listed on page 1 of the register to Conley Services, LLC, was for an employment advertisement for the entry level transportation engineer position which was placed in two local newspapers.

There being no further questions or discussion, on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 8th reporting period of 2010 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 8th reporting period of 2010 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING APRIL 11, 2010**

Copies of the Statement of Projected Revenues and Expenditures for the period ending April 11, 2010, 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 commented that the period covered represented about 27 percent of the new calendar year. She then called attention to the following items:

1. The Federal and State revenue entries remain unchanged from the report presented at the March meeting. Service Agreements have been adjusted to reflect a revised project work schedule and results in a slight increase of \$2,000. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus approaching \$337,200. This is a typical pattern encountered in the early stages in carrying out the Commission's annual work program. The surplus can be expected to continue to decline throughout the year.
2. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2009 financial audit.
3. The Commission had on hand as of April 11, 2010, slightly over \$4.4 million. This includes about \$51,520 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 0.21 percent interest; a certificate of deposit; and two money market accounts at local banks.

There being no further inquiries or discussion, on a motion by Mr. Schmidt, seconded by Mr. Dwyer, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending April 11, 2010, was accepted to be placed on file (copy attached to Official Minutes).

**REVIEW OF COST AND POTENTIAL REVENUE FOR COMMISSION SERVICE AGREEMENTS, AND INDIVIDUAL SERVICE AND INFORMATION REQUESTS**

Chair Greene asked Mr. Yunker to review with the Committee information about revenues currently received for Commission service agreements, and service information requests.

Mr. Yunker distributed a table listing the Commission's local planning projects and service information requests and attendant revenues (copy attached to official minutes). Yunker then reviewed the tables, and noted that projects which receive Federal or State funding—which are mostly transportation planning projects—are not shown. He stated that the information presented is to be viewed as a status report, and staff will next suggest potential increases to be considered for some local planning work, and potential charges to be considered for service information requests.

A brief discussion then ensued. In response to an inquiry by Mr. Stroik, Mr. Yunker stated that the Commission employs two Registered Land Surveyors in addition to Dr. Kurt Bauer to serve as the County Surveyor for Kenosha, Milwaukee, Walworth, and Waukesha Counties.

In response to an inquiry by Ms. Russell, Mr. Yunker indicated that the three counties who do not contract with SEWRPC for surveyor services utilize their own staff for this work. Mr. Buestrin encouraged the Commission staff to talk with the remaining counties who do not use the Commission's services for surveying to determine their interest in utilizing this service.

Regarding an inquiry by Mr. Schmidt, Mr. Yunker explained the process set forth for municipalities to obtain sanitary sewer service area reviews. He stated that the staff will assess whether a possible fee would be paid by the municipality or a developer. Mr. Yunker stated that in suggesting a possible charge for a service information request, staff will consider the staff time and cost needed to satisfy a request, the policies of other regional planning commissions across the State, and the amount charged by private contractors for similar work (for example, for wetland delineations). Staff will also determine the number of sewer service extension reviews and wetland/environmental corridor delineations conducted annually.

Mr. Yunker then distributed a second table titled, "SEWRPC Revenues - Calendar Years 2001-2009" (copy attached to official minutes). He noted that the regional planning budget for these years has been relatively flat. In addition, beginning in calendar year 2003, and continuing through calendar year 2009, the funds received from the U.S. Department of Transportation, and the Wisconsin Department of Transportation (WisDOT) have not increased. In fact, in calendar year 2010, the WisDOT funds declined with no increase expected for calendar year 2011. Mr. Yunker indicated that the Wisconsin Department of Natural Resources funding for water quality projects over the same calendar years has also declined.

He then noted the County tax levy for Regional Planning has been flat or declining for the last four years. Mr. Yunker stated that staff would again be proposing no increase in tax levy for Calendar Year 2011, and it will remain the same as it has been for years 2007 through 2010.

In response to an inquiry by Ms. Russell, Mr. Yunker stated that the Commission staff will provide to the Counties the tax levy amount requested for Calendar Year 2011 in June, prior to the Counties determining their budgets. The Counties will receive the 2011 Commission Budget shortly after the June Annual Meeting. He added that the Administrative Committee will review at the May meeting a preliminary 2011 budget, which will include a budget for each County.

Mr. Yunker then noted that the 2009 Equalized Valuations have declined in most Counties, the exception being Walworth and Washington Counties which experienced a 0.9 percent and 0.1 percent increase, respectively.

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker then indicated that once every ten years the Commission conducts travel (origin and destination) surveys within the Southeastern Wisconsin Region. The travel surveys involve gathering information of the travel habits of private and commercial (personal and freight) travel within the Southeastern Wisconsin Region. Mr. Yunker also said that in the past, this work—a total effort of about \$2 million—had been funded by the State. He stated that the State is requesting a match of \$100,000 to \$150,000, and it is the staff recommendation that the match come from program development funds.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:25 p.m. on a motion by Mr. Dwyer, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary

KRY/dad  
#150911 v1 - AdminComApr10Min

Attachments