

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Wednesday, May 19, 2010

1:32 p.m.

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

Present:

Excused:

Committee Members:

Adelene Greene, Chair  
James Dwyer, Vice-Chairman  
Nancy Russell  
Daniel S. Schmidt  
David L. Stroik  
John F. Weishan, Jr.  
Gustav W. Wirth, Jr.

Thomas H. Buestrin  
Richard A. Hansen

Staff:

Kenneth R. Yunker  
Elizabeth A. Larsen

Executive Director  
Business Manager

#### 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 Hansen and Buestrin had asked to be excused.

#### APPROVAL OF MINUTES OF APRIL 22, 2010 MEETING

Chair Greene asked if there were any changes or additions to the April 22, 2010, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Dwyer, and carried unanimously, the minutes of the Administrative Committee meeting held on April 22, 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. 9**

Ms. Larsen distributed copies of the Check Register for the 9th financial reporting period of 2010, April 12, 2010 to April 25, 2010.

There being no questions or discussion, on a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 9th reporting period of 2010 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 9th reporting period of 2010 (copy attached to Official Minutes).

**2010 Reporting Period No. 10**

Ms. Larsen distributed copies of the Check Register for the 10th financial reporting period of 2010, April 26, 2010 to May 9, 2010.

There being no questions or discussion, on a motion by Mr. Stroik, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 10th reporting period of 2010 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 10th reporting period of 2010 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MAY 9, 2010**

Copies of the Statement of Projected Revenues and Expenditures for the period ending May 9, 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 35 percent of the calendar year. She then called attention to the following items:

1. With respect to Federal and State revenues, the \$190,300 shown for the Wisconsin Department of Natural Resources funding is secure, and exceeds the anticipated budget by \$10,300. The DNR has estimated another \$19,700 may be available to the Commission later this year.
2. Service Agreements have been adjusted to reflect the projected 2010 budget and results in a decrease of \$90,000. This decrease is reflected in both the Floodland Management Planning Program and the Community Assistance Planning Program. The staff work and attendant revenues have been moved to calendar year 2011. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus approaching \$236,000. The surplus is \$100,000 less than the April report; however, this decrease is due largely to the shift of revenue from calendar year 2010 to calendar year 2011.
3. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2009 financial audit.
4. The Commission had on hand as of May 9, 2010, slightly over \$4.66 million. This includes about \$57,600 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 three money market accounts at local banks.

In response to an inquiry by Ms. Russell, Mr. Yunker explained the difference between the Total and Budget columns, under the Revenue Total heading. The Total column represents the total revenue

projected as of the date of the report, and the Budget column represents the total revenue projected in the 2010 Budget that was approved by the Commission on June 17, 2009.

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 May 9, 2010, was accepted to be placed on file (copy attached to Official Minutes).

### **CONSIDERATION OF BUDGET ASSUMPTIONS FOR 2011**

Chair Greene asked Mr. Yunker to lead the Committee through a discussion of possible budget assumptions for calendar year 2011. 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. Under the regional planning enabling legislation, the Commission must prepare and adopt a budget and certify the regional tax levy to the counties by August 1, 2010. As a practical matter, this means that the budget needs to be adopted at the Commission's June 16<sup>th</sup> Annual Meeting. The Regional Planning Commission, he said, sets the property tax rate needed to support regional planning activities for the ensuing calendar year. That rate, which is capped under present legislation at 0.003 percent of the equalized valuation of the Region, is then applied to the regional tax base and the resulting levy apportioned to each of the seven counties on the basis of each county's proportion of the total equalized valuation of the Region. The Commission uses the most recent available equalized value data in preparing its budget. That data for the year 2009 was made available in August 2009. The Wisconsin Department of Revenue is scheduled to release updated valuation data for the year 2010 in mid-August 2010, too late for use in the Commission's 2011 budget.
2. Federal revenues for transportation planning are the Commission's largest source of funding and at this time there is no reason to believe that Federal revenues for transportation planning will change over the amounts made available in 2010.
3. The 2010 State revenues for transportation planning decreased by 10% over the 2009 amounts, however, it is not expected at this time that the 2011 revenue amount will again decrease. The State revenues for water quality and coastal management planning are not expected to change over the 2010 funding amounts.
4. The State has also verbally notified the Commission staff that the State will be providing funding--likely a combination of Federal and State funding--in the amount of \$2.8 million over the next two to three years to fund once again the major regional travel surveys which have been conducted by the Commission every decade in Southeastern Wisconsin and coordinated with U.S. Census data. Mr. Yunker noted that the State has requested that the Commission provide \$100,000 in matching funds, and that staff recommends these funds be provided from the Commission's program development funds. He stated that the 2011 budget includes \$1 million of the total \$2.9 million effort. He added that the travel surveys will help support the Commission's major re-evaluation of regional land use and transportation plans to be conducted in the years 2012 to 2015.
5. A series of assumptions led to a \$90,000 increase in service agreement revenue. Increases are anticipated in Park and Land Use planning, Economic Development planning, Stormwater Management planning, and County Surveyor services. New revenue is anticipated for the conduct of the regional travel surveys. A decrease in revenue is expected in Community Assistance planning and Water Quality planning, and also in the Orthophotography project, which is scheduled to be completed in 2010. Also, estimated rental income is anticipated to decrease by about 7.5 percent.

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 0.00125 percent (substantially below the statutory cap of 0.003 percent). Owing to relative differences in the change in equalized property value between 2008 and 2009 among the seven counties, some counties will see an increase in regional planning tax levy support, while other counties will see a decrease. Walworth, Washington, Racine, and Kenosha Counties will see increases of 0.75 to 2.26 percent and Milwaukee, Ozaukee, and Waukesha Counties will see decreases of 0.26 to 0.74 percent. The proposed 2011 Budget reflects the fifth consecutive year of a no increase or decreased tax levy.
7. On an overall basis, the potential year 2011 operating budget would call for a total revenue and expenditure level of about \$7.66 million, an increase of about \$712,500, or 10.25 percent, from the adopted 2010 budget. The increase is resulting from the travel surveys. Without that project, the budget would have decreased nearly \$362,500.
8. Key expenditure assumptions proposed to be made in preparing the budget include an authorized full-time staffing level of 65 positions, 3 more than in 2010; these positions are all in the Transportation Planning Division and one of the three positions has been added specifically for the travel surveys; staff salary adjustments not to exceed an average of 3 percent; a 10 percent increase in health insurance costs; and an increase in retirement system rates to 11.3 percent of base salary.

A discussion then ensued regarding the 2011 tax levy request. Commissioners noted that the current financial climate may not permit proposing to increase the regional tax levy, but continuing to maintain a flat tax levy will result in a decline in the ability of the Commission to conduct needed regional planning and to assist local governments.

In a response to a question by Ms. Greene, Mr. Yunker stated that the three additional positions added to the 2011 Budget are all in the Transportation Division. One position will be funded with monies from the Wisconsin Department of Transportation for traffic modeling, the second position will be funded with monies from the major regional travel survey, and the third position will be a transportation staff person funded with the normal transportation planning revenues.

At the conclusion of the discussion, it was moved by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously to direct the Commission staff to prepare a year 2011 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 June 16, 2010.

#### **REVIEW OF COST AND POTENTIAL REVENUE FOR COMMISSION SERVICE AGREEMENTS, 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 stated that he and Ms. Larsen are working with each Division Head to establish for each type of service information request (such as wetland delineation) the number of requests annually, the requester or client, the purpose of the request, and estimated cost.

With respect to local planning services, Mr. Yunker noted that staff was reviewing costs to assure that revenues are sufficient to fully fund costs.

He added that the Commission is the County Surveyor for Kenosha, Milwaukee, Walworth, and Waukesha Counties and staff is proposing to increase the funding provided by each of the four Counties

for this service. It was agreed that the 2011 budget should include a 2 percent increase for County surveyor service, and continuing annual increases to address cost inflation should be implemented.

Mr. Yunker also mentioned that the Southeastern Regional Transit Authority has approved for payment the work that SEWRPC staff has expended in performing as their interim staff in Calendar Year 2010.

**CORRESPONDENCE/ANNOUNCEMENTS**

There was no correspondence or announcements.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:40 p.m. on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary

KRY/dad  
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Attachments