

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, June 26, 2008

1:30 p.m.

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

Present:

Excused:

Committee Members:

Adelene Greene, Vice-Chairman
Thomas H. Buestrin
William R. Drew
James T. Dwyer
Allen L. Morrison
Daniel S. Schmidt
Gustav W. Wirth, Jr.

David L. Stroik, Chairman
Richard A. Hansen
Michael J. Miklasevich

Staff:

Philip C. Evenson
Kenneth R. Yunker
Loretta Watson

Executive Director
Deputy Director
Executive Secretary

ROLL CALL

Vice-Chairman Greene called the meeting to order at 1:30 p.m. Roll call was taken and a quorum declared present. Mr. Evenson noted for the record that Commissioners Hansen, Miklasevich, and Stroik had asked to be excused.

APPROVAL OF MINUTES OF MAY 22, 2008, MEETING

On a motion by Mr. Drew, seconded by Mr. Wirth, and carried unanimously, the minutes of the Administrative Committee meeting held on May 22, 2008, were approved as published.

APPROVAL OF DISBURSEMENTS

Vice-Chairman Greene asked Mr. Evenson to review with the Committee the recent disbursements.

2008 Reporting Period No. 11

Mr. Evenson distributed copies of the Check Register for the 11th financial reporting period of 2008, May 12 to May 25, 2008.

In response to an inquiry by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 1 of the Register to Cardmember Services represented the cost for several items, including telecommunications equipment being used in the Kenosha County project, charged to a Commission credit cards. In response to an inquiry by Mr. Buestrin relative to the payment listed on page 4 of the Register to Total Comfort of Wisconsin, Inc., Mr. Evenson indicated that Total Comfort is the Commission's HVAC vendor and that the costs incurred were for the replacement of two air handling units in the original portion of the Rockwood Drive building. There are, he said, 19 such units in the building and to date nine of them have been replaced.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Morrison, and carried unanimously, the Commission disbursements for the 11th reporting period of 2008 were approved.

Vice-Chairman Greene, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 11th reporting period of 2008 (copy attached to Official Minutes).

2008 Reporting Period No. 12

Mr. Evenson distributed copies of the Check Register for the 12th financial reporting period of 2008, May 26 to June 8, 2008.

In response to an inquiry by Mr. Wirth relative to the payment listed on page 2 of the Register to Griffin Ford, Inc., Mr. Evenson indicated that the costs incurred were for repairs to the Commission's Chevrolet field vehicle used by the wetlands survey crew. That vehicle, he said, is literally taken into the fields in connection with wetland staking work and from time to time needs some repair. In response to an inquiry by Mr. Dwyer relative to the payment listed on page 2 of the Register to FedEx Kinko's, Mr. Evenson indicated that from time to time the Commission staff is overloaded with printing and copying work and some rush work is jobbed out to FedEx. In response to a comment by Mr. Wirth relative to the payment listed on page 3 of the Register to the U.S. Postal Service, Mr. Evenson confirmed that the payment was indeed to reload the Commission's postage meter.

There being no further questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 12th reporting period of 2008 were approved.

Vice-Chairman Greene, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 12th reporting period of 2008 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES
FOR PERIOD ENDING JUNE 8, 2008**

Copies of the Statement of Projected Revenues and Expenditures for the period ending June 8, 2008, were distributed for Committee review. Vice-Chairman Greene asked Mr. Evenson 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, Mr. Evenson commented that the period covered represented about 45 percent of the calendar year. He then called attention to the following items:

1. The Federal and State revenue entries on the Statement are unchanged from the report presented at the May Committee meeting. Since that last meeting, the Commission has received a contract from the Wisconsin Department of Natural Resources providing a total of \$129,000 in Federal and State funds for the water quality planning program. The Department has indicated that the remaining \$51,000 in such funds will be forthcoming through a contract amendment later in the year.
2. No changes have been made to the service agreement revenue amounts identified in the table from those presented at the May Committee meeting.
3. The expenditure data on the Statement reflects 12 reporting periods, or 24 weeks. The projection of expenditures through the end of the year reflects a surplus of about \$175,000, a modest increase from last month.
4. The liability, operating, and reserve accounts reported on the Statement remain unchanged from last month's report, having been adjusted at that time to reflect the findings of the 2007 financial audit. The building bond fund monies have been placed with the trustee for the bonds.
5. The Commission had on hand as of June 8, 2008, about \$3.48 million. This includes about \$153,000 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 2.27 percent interest; in several certificates of deposit; and in savings and checking accounts at Johnson Bank.

Following a brief discussion concerning the length of tenure of the Commission's tenant in the Rockwood Drive building, on a motion by Mr. Morrison, seconded by Mr. Dwyer, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending June 8, 2008, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON SALARY ADJUSTMENTS

Mr. Evenson reported that an Ad Hoc Committee created by the Commission Chairman, consisting of Commissioners Buestrin, Drew, Schmidt, Wirth, and the Commission's Executive Director, had met to review in detail the proposed 2008 Commission staff salary adjustments. The Ad Hoc Committee, Mr. Evenson said, is recommending salary adjustments totaling about \$131,800. The adjustments are not across the board in nature, but rather are based on merit including occasional promotions. In particular, certain base salary adjustments were made to reflect market conditions and keep the Commission reasonably competitive in certain fields. Discounting promotions and market condition adjustments, the average salary increase approximates 3.5 percent.

Following a brief discussion relative to the timing of Commission salary adjustments, it was moved by Mr. Schmidt, seconded by Mr. Morrison, and carried unanimously to approve the 2008 Commission staff salary adjustments.

CONSIDERATION OF RENEWAL OF BUSINESS INSURANCE PACKAGE

Mr. Evenson asked that this matter be laid over until the July Committee meeting since the Commission's insurance agent was still soliciting proposals from companies relative to employment practices liabilities matters.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson reported that there were no announcements or correspondence to be brought to the attention of the Committee.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:55 p.m. on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments