

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, October 27, 2005

1:30 p.m.

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

Present:

Excused:

Committee Members:

Paul G. Vrakas, Chairman
Robert A. Brooks, Vice-Chairman
Thomas H. Buestrin
William R. Drew
Adelene Greene
Richard A. Hansen
Allen L. Morrison
Gustav W. Wirth, Jr.

Daniel S. Schmidt
Linda J. Seemeyer

Absent:

Staff:

Philip C. Evenson
Loretta Watson

Executive Director
Executive Secretary

ROLL CALL

Chairman Vrakas called the meeting to order at 1:35 p.m. Roll call was taken and a quorum declared present. Mr. Evenson noted for the record that Commissioners Schmidt and Seemeyer had asked to be excused.

APPROVAL OF MINUTES OF SEPTEMBER 29, 2005, MEETING

On a motion by Mr. Drew, seconded by Mr. Brooks, and carried unanimously, the minutes of the Administrative Committee meeting held on September 29, 2005, were approved as published.

APPROVAL OF DISBURSEMENTS

Chairman Vrakas asked Mr. Evenson to review with the Committee the recent disbursements.

2005 Reporting Period No. 20

Mr. Evenson distributed copies of the Check Register for the 20th financial reporting period of 2005, September 19 to October 2.

In response to an inquiry by Mr. Wirth, Mr. Evenson said that the Commission staff is in the process of evaluating the use of voice-over-internet-protocol (VOIP) for telephone service.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Mr. Morrison, and carried unanimously, the Commission disbursements for the 20th reporting period of 2005 were approved.

Chairman Vrakas, Mr. Hansen, and Mr. Evenson then affixed their signatures to the Check Register for the 20th reporting period of 2005 (copy attached to Official Minutes).

2005 Reporting Period No. 21

Mr. Evenson distributed copies of the Check Register for the 21st financial reporting period of 2005, October 3 to October 16.

In response to a question by Wirth, Mr. Evenson said that the payment listed on page 1 of the Register to Dell Marketing was for additional memory chips for two Commission computers used to process large volumes of geographic data. In response to a follow up question by Mr. Wirth relative to the payment listed on page 3 of the Register to MilwaukeeJobs.com, Mr. Evenson indicated that the Commission's Business Manager was exploring the use of different job posting opportunities, the staff having come to the conclusion that traditional job postings in newspapers of wide circulation are waning in effectiveness. In response to a question by Mr. Drew, Mr. Evenson indicated that at the present time the Commission is seeking to fill two planner positions. He indicated that the use of MilwaukeeJobs.com is preferable to the use of Monster.com since the former tends to be watched more closely by individuals who either reside in the Milwaukee area or wish to return to the Milwaukee area. Experience has shown that such individuals represent the best pool of talent for the Commission.

There being no further questions or comments, on a motion by Mr. Morrison, seconded by Ms. Greene, and carried unanimously, the Commission disbursements for the 21st reporting period of 2005 were approved.

Chairman Vrakas, Mr. Hansen, and Mr. Evenson then affixed their signatures to the Check Register for the 21st reporting period of 2005 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES
FOR PERIOD ENDING OCTOBER 16, 2005**

Copies of the Statement of Projected Revenues and Expenditures for the period ending October 16, 2005, were distributed for Committee review. Chairman Vrakas 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 80 percent of calendar year 2005. As he reviewed the Statement, he called attention to the following items:

1. With regard to Federal and State revenues, no changes have been made to the entries on the Statement since the last report, these revenues now being fixed for the calendar year.
2. One minor change has been made to the Statement relative to the anticipated revenues at year end through service agreements. That change involves a modest reduction of about \$5,000 in land information program revenues. The Commission's Business Manager will closely examine service agreement revenues again prior to the next scheduled report at the November Administrative Committee meeting.
3. The expenditure data on the Statement reflects 21 full reporting periods, or 42 weeks of the calendar year. The projected year end surplus approximates \$120,000. The anticipated surplus in the water supply planning program will carry over to next year. The projected year end surplus does not include \$200,000 set aside for placement in the Rockwood Drive Bond Redemption reserve account.
4. The liability, operating, and reserve accounts reported on the Statement remain unchanged from the September report. These accounts reflect the findings of the audit for calendar year 2004.
5. The Commission had on hand as of October 16, 2005, about \$4.59 million. This includes about \$1.01 million 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 3.53 percent interest; in several certificates of deposit at banks throughout the Region; and in savings and checking accounts at Johnson Bank.

A brief discussion then ensued. It was agreed that, given continued Commission use of the parking lot on the south side of Rockwood Drive on property owned by InvestorsBank, the Commission's Business Manager should reinvest in a certificate of deposit at that bank. Most of the other certificates of deposits currently held would be allowed to expire in favor of keeping the funds fluid in the State Local Government Investment Pool.

Following that discussion, on a motion by Mr. Drew, seconded by Mr. Wirth, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 16, 2005, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON MEETING WITH BOND TRUSTEE

Mr. Evenson reported that, together with Chairman Buestrin and Vice-Chairman Drew and the Commission's legal counsel, Mr. James R. Sommers, he and the Commission's Business Manager had met recently with representatives of JP Morgan, the trustee for the Rockwood Drive building bonds. The trustee was informed that the Commission intends to take steps to place deposits with the trustee that will enable retirement of the remaining bonds in March 2011. The trustee was provided with the tentative deposit schedule approved earlier by the Administrative Committee. That schedule calls for \$1,000,000 to be placed with the trustee for this purpose prior to the end of the year. During the discussion, it was agreed that these funds likely would be placed in a separate account and not commingled with the funds annually provided by the Commission to the trustee in accordance with a pre-determined schedule. At the conclusion of the meeting, the JP Morgan staff indicated that they would follow up by providing to the Commission deposit instructions, along with an investment proposal for consideration by the Commission.

CORRESPONDENCE/ANNOUNCEMENTS/ATTENDANT ACTIONS

Mr. Evenson reported that on October 10, 2005, an unknown individual broke into the Commission's Chevrolet survey crew vehicle and stole the Commission's total station (a scientific surveying instrument), a carrying case for the Commission's automatic leveling instrument, and a staff member's lunch box. This incident occurred in the City of Milwaukee as the Commission field survey crew was working near the intersection of West Florist Avenue and North 35th Street. Upon returning to their parked vehicle, the crew discovered that the rear window had been smashed and the items stolen. The Milwaukee Police Department was immediately called at about 10:30 a.m. The survey crew was told by the Commission's Business Manager to stay with the vehicle until the Police Department responded. After four telephone calls, that response came at about 3:15 p.m. Commission Chairman Buestrin sent a letter on October 20, 2005, to the Milwaukee Police Chief, Nannette H. Hegerty, expressing the Commission's disappointment on the length of response time attendant to the incident. For all practical purposes, the extremely slow response eliminated any immediate chance of apprehension of the thief.

The total station instrument was acquired in July 2003 at a cost of \$10,995. A replacement instrument has been acquired at a cost of about \$10,500. The Commission's insurance carrier covered about \$8,100 of that cost, owing to depreciation applied to the instrument. Commission staff is still pursuing obtaining a replacement carrying case for the automatic leveling instrument. Normally such cases are sold as part of the instrument purchase at a total cost of about \$1,000.

On October 25, 2005, the Commission staff was informed that over the preceding weekend, a similar surveying instrument was stolen at a construction job site in downtown Milwaukee. The entire Milwaukee area surveying and vendor community has been made aware of both incidents. It may be that thieves are targeting these instruments and fencing them in other markets.

Mr. Evenson then reported that bids had been solicited from six automobile dealers relative to the purchase of one or possibly two new Chevrolet Silverado crew cab trucks for use in surveying operations. The low bidder was Ewald Chevrolet of Oconomowoc. That dealership presently holds the State purchasing contract for such vehicles. Each vehicle would cost \$24,076. Mr. Evenson noted that the 1998 Dodge Ram truck has recorded about 164,000 miles and has had a relatively poor maintenance history. The 2000 Chevrolet Silverado truck, which was the subject of the theft, has recorded about 140,000 miles and has a relatively good maintenance history. Unless directed to the contrary, Mr. Evenson concluded,

the Commission staff intends to replace the Dodge truck at this time, and schedule replacement of the Chevrolet truck in 2006 or 2007.

Mr. Evenson recalled that the lease with Medical Associates, Inc., for space in the Rockwood Drive building expires on March 31, 2006, and that discussions have been underway relative to a new lease. He recalled that by letter dated June 28, 2005, the Commission Chairman had made a formal lease offer to Medical Associates, Inc., that involved an expansion of the leased area, a two-year freeze in the present per square foot lease rate of \$19.07, and a two-year renewal option that would include a rate increase of four percent. If Medical Associates, Inc., were to accept the Commission's proposal, there would be the potential that they would occupy space in the Rockwood Drive building through March 31, 2010.

Mr. Evenson noted that because the Commission staff has not heard from Medical Associates, Inc., in some time, because the present lease allows the Commission to seek a new tenant within the last six months of the present lease, and because nearly one month of that six-month period has already elapsed, he had directed the Commission's Business Manager to contact Mr. Randall Newman, the Chief Financial Officer of Medical Associates, Inc. In a telephone discussion earlier this week, Mr. Newman indicated that Medical Associates, Inc., would likely counter-offer with a requirement that the Commission undertake certain physical improvements to the leased space. Such improvements would include an automatic entry door to accommodate handicapped individuals; additional parking, including marked handicapped parking spaces; better exterior lighting of the parking lot; removal of an interior wall and attendant ceiling replacement; and new carpeting.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:10 p.m. on a motion by Ms. Greene, seconded by Mr. Hansen, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments