

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, January 24, 2008

1:30 p.m.

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

Present:

Excused:

Committee Members:

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

Richard A. Hansen
Michael J. Miklasevich

Staff:

Philip C. Evenson
Loretta Watson

Executive Director
Executive Secretary

ROLL CALL

Chairman Stroik 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 and Miklasevich had asked to be excused.

APPROVAL OF MINUTES OF DECEMBER 20, 2007, MEETING

On a motion by Mr. Wirth, seconded by Ms. Greene, and carried unanimously, the minutes of the Administrative Committee meeting held on December 20, 2007, were approved as published.

APPROVAL OF DISBURSEMENTS

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

2007 Reporting Period No. 26

Mr. Evenson distributed copies of the Check Register for the 26th financial reporting period of 2007, December 10 to December 23, 2007.

In response to an inquiry by Mr. Dwyer, Mr. Evenson indicated that the payment listed on page 4 of the Register to Speedway Super America was in connection with motor fuel purchases at Super America stations in the Region. Mr. Evenson noted that each car in the Commission's fleet has both a Super America and a Mobil credit card assigned to it.

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 26th reporting period of 2007 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 26th reporting period of 2007 (copy attached to Official Minutes).

2007 Reporting Period No. 1

Mr. Evenson distributed copies of the Check Register for the 1st financial reporting period of 2008, December 24 to January 6, 2008.

In response to an inquiry by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 1 of the Register to Four Seasons Landscape Maintenance represented the cost of snow removal and salting during the month of December at the Commission's Rockwood Drive building.

There being no further questions or comments, on a motion by Mr. Dwyer, seconded by Ms. Greene, and carried unanimously, the Commission disbursements for the 1st reporting period of 2008 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 1st reporting period of 2008 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 6, 2008

Copies of the Statement of Projected Revenues and Expenditures for the period ending January 6, 2008, were distributed for Committee review. Chairman Stroik 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 only a few days of the new calendar year. No attempt was made to project expenditures for the year given the very short period of time and the potentially misleading results that would come from such a small expenditure base. He then called attention to the following items:

1. The revenue entries on the Statement largely reflect the budgeted amounts set forth in the Commission's overall work program approved late in 2007. With respect to Federal and State revenues, all of the revenues anticipated from the Federal Highway Administration have been secured, together with all of the revenues anticipated from the Wisconsin Department of Transportation and the Wisconsin Department of Administration. Federal revenues remain to be secured from the Federal Transit Administration, with State revenues pertaining to water quality remaining to be secured from

the Wisconsin Department of Natural Resources. This is a normal situation early in the year. No problems are anticipated in securing these additional Federal and State revenues.

2. With respect to service agreement revenues that support work activities in the land use, water quality, floodland management, economic development, community assistance, telecommunications, water quality, and information program areas, virtually all of the funds identified in the Statement have been secured by contractual agreements. Moreover, the sum of nearly \$69,500 in revenue identified in the service agreement column attributed to the building program represents the rent to be paid by the Commission's tenant, Medical Associates, Inc., under a multi-year rental arrangement. That arrangement ends in March 2009, with the tenant having two successive one-year renewal options available.
3. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2006 audit report. These accounts will be adjusted upon completion of the audit for 2007. It is hoped that the 2007 audit will be ready for presentation at the March 20 Administrative Committee meeting.
4. The Commission had on hand as of January 6, 2008, about \$2.44 million. This includes about \$459,000 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 4.28 percent interest; in several certificates of deposit; and in savings and checking accounts at Johnson Bank.

A discussion then ensued. In response to an inquiry by Mr. Dwyer, Mr. Evenson indicated that the notation on the Statement relative to unearned revenue represents monies provided to the Commission in advance of work actually being performed. For example, he said, funds provided by counties in connection with the regional water supply study may be carried on the Commission books for quite some time before they are actually used. In response to a follow up question by Mr. Dwyer, Mr. Evenson indicated that none of the funds labeled as unearned revenue are provided by State or Federal government agencies. All Federal and State funds come to the Commission on a reimbursement basis. In response to an inquiry by Mr. Wirth, Mr. Evenson indicated that the property tax levy monies raised by the counties on behalf of the Commission are normally quite promptly paid early in the year. He indicated that the staff would notify the Committee if there appeared to be any problems in receiving such monies on a timely basis. In response to an inquiry by Ms. Greene, Mr. Evenson indicated that any monies placed by the Commission in certificates of deposit at local banks are not automatically renewed. However, he said, the Commission has always tried to support a minority-owned bank in Milwaukee and, since moving to the Rockwood Drive location, has kept some monies at InvestorsBank, the Commission's neighbor to the south, given the arrangements that the Commission has to use that bank's parking lot for overflow purposes. He noted that one certificate of deposit expires in February 2008 and the Commission's Business Manager will place those funds in a bank in the Region that offers the best interest rate for a reasonable period of time.

Following that 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 January 6, 2008, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON EQUIPMENT FOR PRINT SHOP

Mr. Evenson reported that the Commission staff continues to evaluate upgrading the Commission's color copier equipment in the print shop to accommodate production levels. Responding to a suggestion from

Commissioner Dwyer that the staff at the Institute of Graphics and Imaging located in the Waukesha County Technical College be contacted for possible advice in this matter, Mr. Evenson indicated that a contact had been made. Commission staff was informed that at the present time the staff at the Institute is focusing on the offset, sheet-fed, and web press technologies and has not yet become involved with the use and evaluation of color copier/digital press technologies. One of the concerns raised to date in the Commission staff's evaluation of the emerging digital press technology at the lower end of the cost spectrum relates to production quality of multi-color images. Given the Commission's need to produce many multi-color images for use in planning documents, image quality is a key variable. While the current Commission equipment is producing at levels beyond the rated production throughput, Mr. Evenson said, the quality is quite good and the staff does not intend to recommend moving to equipment that provides an inferior quality product. Mr. Evenson indicated that he would keep the Committee informed as this matter moves along through the winter months.

A brief discussion then ensued. At the conclusion of that discussion, it was agreed that the Commission staff would submit to Chairman Stroik's firm, Zimmerman Architectural Studios, Inc., a sample product for production on that firm's leased color copier equipment. This would provide another test of currently available digital color copier equipment.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson reported that the Commission recently paid an invoice received from the City of Pewaukee in the amount of \$11,610. This represents the Commission's annual payment in lieu of taxes on the Rockwood Drive building. The payment represents a relatively modest increase of about \$150.00 over 2007.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:00 p.m. on a motion by Mr. Schmidt, seconded by Ms. Greene, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments