

## **MINUTES**

### **SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

#### **ADMINISTRATIVE COMMITTEE**

Thursday, March 25, 2010

1:31 p.m.

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

Present:

Excused:

#### **Committee Members:**

Thomas H. Buestrin  
James Dwyer, Vice-Chairman  
Nancy Russell  
Daniel S. Schmidt  
David L. Stroik  
John F. Weishan, Jr.  
Gustav W. Wirth, Jr.

Adelene Greene, Chair  
Richard A. Hansen

#### **Staff:**

Kenneth R. Yunker  
Elizabeth A. Larsen  
Debra A. D'Amico

Executive Director  
Business Manager  
Executive Secretary

#### **Guest:**

Robert W. Kabitzke

David L. Scrima, S.C.

## **ROLL CALL**

Vice-Chair Dwyer 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 Greene, and Hansen had asked to be excused. He also suggested that the Committee consider item 3 on the agenda, Presentation of 2009 Audit Report, prior to item 2, Approval of Minutes of Meeting of February 25, 2010, as the Commission auditor was in attendance at the meeting.

## **PRESENTATION OF THE 2009 AUDIT REPORT**

Vice-Chair Dwyer noted that the Commission auditor was in attendance to present to the Committee the findings of the audit of the Commission financial records for calendar year 2009. He then called on Robert W. Kabitke of the firm of David L. Scrima, S.C.

Mr. Kabitke distributed copies of the Independent Auditor's Report entitled, "*Southeastern Wisconsin Regional Planning Commission Annual Report, December 31, 2009.*" He then reviewed the report and the supplemental information attached to the report with the Committee on a page-by-page basis. As this process proceeded, the following comments and questions were addressed.

In response to an inquiry by Ms. Russell, Mr. Yunker stated that The Bank of New York, the bondholder of the bond for the purchase of the Commission offices, requires receipt of the yearend audit by March 31 of the next year. He stated that it is extremely difficult for the accountant and staff to complete this audit prior to late in the month of March. He added that when the building bond is paid off in March 2011, it will no longer be necessary to have the audit completed by March 31st, and the Commission will return to a schedule of completing the yearend audit in May.

In response to an inquiry by Mr. Wirth, Mr. Yunker stated that the March 2011 interest payment is in the budget for this year.

In response to an inquiry by Mr. Dwyer relative to the budget-to-actual difference for Printing and Graphics Supplies listed on the Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – All Governmental Fund Types on Page 3, Ms. Larsen stated that due to the purchase of replacement color copiers in July of 2008, the operating and maintenance costs as budgeted in this line item have significantly decreased.

Mr. Dwyer also inquired about costs exceeding the budget for software and equipment maintenance. Mr. Yunker stated that the purchase of software to update the Commission website caused this cost to exceed budget.

Mr. Yunker then asked Ms. Larsen to comment on the budget to actual differences as shown in the audit report. Ms. Larsen then explained each budget line item as it compared to the actual expense.

In response to an inquiry by Mr. Stroik, Mr. Yunker stated that staff can provide a breakdown of Commission revenues, distinguishing between revenues for regional planning and revenues for special projects. Mr. Stroik suggested this analysis be done for the last five years.

Mr. Dwyer stated that the Committee should receive the audit report in advance of the meeting. Mr. Yunker noted that the audit report must be approved and sent to the bondholder by March 31, 2010. He stated that upon the final payment to the bondholder, the audit beginning in 2012 will no longer be required to be completed by March 31 of the following year, and the schedule for completion of the audit can be extended to May which will allow for advance receipt of the audit by the Committee.

There being no further questions or discussion, it was moved by Mr. Wirth, seconded by Ms. Russell, and carried unanimously to approve and accept for publication the 2009 Audit Report as presented. Mr. Yunker indicated that the report would be published in the forthcoming 2009 Annual Report.

## **APPROVAL OF MINUTES OF FEBRUARY 25, 2010 MEETING**

Vice-Chair Dwyer asked if there were any changes or additions to the February 25, 2010, meeting minutes.

In response to an inquiry by Mr. Stroik relative to the services provided by Hunter & Sommers, LLC to the Commission, Mr. Yunker stated that the payment was for assisting the staff in responding to the complaint filed by the American Civil Liberties Union and the National Association for Advancement of Colored People-Milwaukee Branch objecting to the employment practice of the Commission of promoting from within the Commission staff. He then reviewed the current status of the complaint.

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

## **APPROVAL OF DISBURSEMENTS**

Vice-Chair Dwyer asked Ms. Larsen to review with the Committee the recent disbursements.

### **2010 Reporting Period No. 5**

Ms. Larsen distributed copies of the Check Register for the 5th financial reporting period of 2010, February 15, 2010 to February 28, 2010.

In response to an inquiry by Ms. Russell, Ms. Larsen indicated that the payment listed on page 2 of the register to Earth Tech/AECOM, was a pass-through payment for their services performed for the Kenosha-Racine-Milwaukee commuter rail project (KRM). Mr. Yunker further stated that the Commission is acting as the fiscal agent and technical manager for this project.

In response to a second inquiry by Ms. Russell, Ms. Larsen indicated that the payment listed on page 2 of the register to Wisconsin Department of Natural Resources (DNR) represents a pass-through payment made by the DNR to the Federal Highway Administration (FHWA). The FHWA requires that their payments are completed electronically; however, the DNR does not have the ability to pay the FHWA electronically. The Commission has agreed to process this payment for the DNR upon receipt of the funds from the DNR.

In response to an inquiry by Mr. Wirth, Ms. Larsen indicated that the postage payments on page 3 of the register to the United States Postal Service and Postmaster of Waukesha were for the Business Reply Permit and adding monies into the postage meter First and Third Class postage accounts. It is normal business practice for the Commission to add postage to the meter for each account in \$500 increments, unless additional funds are needed for a large mailing.

There being no further questions or discussion, on a motion by Mr. Schmidt, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 5th reporting period of 2010 were approved.

Vice-Chair Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 5th reporting period of 2010 (copy attached to Official Minutes).

### **2010 Reporting Period No. 6**

Ms. Larsen distributed copies of the Check Register for the 6th financial reporting period of 2010, March 1, 2010 to March 14, 2010.

In response to an inquiry by Ms. Russell, Ms. Larsen indicated that the payment made to Kathleen Lisota on page 2 of the register was for reimbursement to Ms. Lisota who used her personal credit card to pay for the submission of an online employment advertisement with the American Public Works Association (APWA).

There being no further questions or discussion, on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 6th reporting period of 2010 were approved.

Vice-Chair Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 6th reporting period of 2010 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MARCH 14, 2010**

Copies of the Statement of Projected Revenues and Expenditures for the period ending March 14, 2010, were distributed for Committee review. Vice-Chair Dwyer 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 20 percent of the new calendar year. She then called attention to the following items:

1. Federal and State revenue entries remain unchanged from the report presented at the February meeting. Service Agreement revenues have been adjusted to reflect a revised project work schedule and results in an overall increase of \$68,000.
2. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2008 financial audit. These accounts will be adjusted next month reflecting completion of the audit for 2009.
3. The Commission had on hand as of March 14, 2010, slightly over \$4.5 million. This includes about \$51,500 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 0.18 percent interest; a certificate of deposit; and two money market accounts at local banks.

In response to an inquiry by Ms. Russell, Ms. Larsen verified that the Investors Bank account is paying 2 percent interest. After a short discussion, Ms. Russell recommended that additional funds should be deposited with the Investors Bank.

There being no further inquiries or discussion, on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending March 14, 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**

Vice-Chair Dwyer asked whether the staff was ready to discuss with the Committee information about costs and revenues currently received for Commission service agreements and individual service and information requests.

Mr. Yunker stated that staff had been working on the 2009 Audit and has not had sufficient time to work with all division heads to fully prepare this information.

## CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker requested that the Administrative and Executive Committee meetings scheduled for May 27, 2010 at 1:30 p.m. and 2:00 p.m. respectively be moved to a week earlier. The new meeting date was unanimously agreed upon and will be Wednesday, May 19, 2010.

Mr. Yunker noted that the Milwaukee 7 (M7), the Greater Milwaukee Committee (GMC), and the Metropolitan Milwaukee Association of Commerce (MMAC) have approached the Commission staff for help in obtaining the designation of Economic Development District (EDD) for the seven county region. Achieving this designation should increase the likelihood of receiving U.S. Economic Development Administration (EDA) funding for economic development projects in Southeastern Wisconsin. Mr. Yunker noted that to achieve EDD designation, the Commission would work with M7 to prepare a comprehensive economic development strategy plan (CEDS). He stated that staff has advised M7, GMC, and MMAC that the Commission will only proceed on this effort if each of the counties and the City of Milwaukee agree that the Commission should undertake this effort. He added the approval of the Regional Economic Partnership and the M7 executive council--which includes representatives from each of the seven counties and the City of Milwaukee--is being sought before work on the CEDS is initiated. He added that approval of EDD designation will require formal approval by each county.

## ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:55 p.m. on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary

KRY/dad  
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Attachments