

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, April 23, 2015

1:30 p.m.

SEWRPC Office Building
Commissioners' Conference Room
W239 N1812 Rockwood Drive
Waukesha, Wisconsin 53187-1607

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman
Thomas H. Buestrin
Charles L. Colman
Michael A. Crowley
William R. Drew
Nancy Russell
Daniel S. Schmidt
Peggy M. Shumway
Gustav W. Wirth, Jr.

David L. Stroik, Chairman
Adelene Greene, Vice-Chair

Staff:

Michael G. Hahn
Elizabeth A. Larsen
Debra A. D'Amico

Deputy Director
Assistant Director-Administration
Executive Secretary

ROLL CALL

Chairman Dwyer called the meeting to order at 1:30 p.m. Roll call was taken and a quorum was declared present. Mr. Hahn noted for the record that Ms. Greene, and Mr. Stroik asked to be excused.

APPROVAL OF MINUTES OF MARCH 26, 2015, MEETING

Chairman Dwyer asked if there were any changes or additions to the March 26, 2015, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on March 26, 2015, were approved as published.

(Administrative Committee)
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APPROVAL OF DISBURSEMENTS

Chairman Dwyer asked Ms. Larsen to review with the Committee the recent disbursements.

2015 Reporting Period No. 7

Ms. Larsen distributed copies of the Check Register for the 7th financial reporting period of March 9 to March 22, 2015.

In response to an inquiry by Ms. Russell relative to a payment on page 3, Ms. Larsen stated that the Commission published a Request for Public Comment Notice on the Comprehensive Economic Development Strategy (CEDS) in a number of the Milwaukee area newspapers including the Milwaukee Community Journal, the Milwaukee Courier, and Port Publications, Inc.

In response to a second inquiry by Ms. Russell relative to a payment also on page 3, Ms. Larsen stated the payment to Milwaukee Jobs.com was an employment advertisement for a Land Survey Assistant job opening.

Ms. Russell then inquired about a payment made to Wolter Power Systems. Ms. Larsen stated this payment was for semi-annual maintenance performed on the Commission's generator. She explained the generator was installed to safeguard the Commission's computer network and telephone system from unexpected power outages. The generator was not designed to power the entire building in the event of a power failure, rather to give staff the time to perform a shutdown of the computer network and telephone system to prevent loss of data and hardware failure.

In response to a comment by Mr. Wirth, Ms. Larsen stated that staff will work with Wolter Power Systems and the electrician to determine how to conduct a load test on the generator.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 7th reporting period of 2015 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 7th reporting period of 2015 (copy attached to Official Minutes).

2015 Reporting Period No. 8

Ms. Larsen distributed copies of the Check Register for the 8th financial reporting period of March 23 to April 9, 2015.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Colman, and carried unanimously, the Commission disbursements for the 8th reporting period of 2015 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 8th reporting period of 2015 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING APRIL 5, 2015

Copies of the Statement of Projected Revenues and Expenditures for reporting period 8 ending on April 5, 2015, were distributed for Committee review. Chairman Dwyer asked Ms. Larsen to review with the Committee the financial status of the Commission accounts as of the end of that period.

(Administrative Committee)
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In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered represented just over 25 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries on the Statement reflect the budgeted amounts set forth in the Commission's Overall Work Program approved late in 2014.
2. The service agreement revenues remain unchanged from the report presented at the March meeting.
3. The projection of expenditures through the end of the year indicates a surplus of approximately \$325,000. The surplus is expected to decline throughout the year.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2013 financial audit. These accounts will be adjusted upon completion of the audit for 2014.
5. The Commission had on hand as of April 5, 2015, approximately \$5.7 million. This includes about \$106,000 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 0.12 percent interest and various money market accounts.

In response to an inquiry by Mr. Colman, Ms. Larsen stated the Commission's revenues and expenditures are very closely monitored, to avoid a significant surplus or deficit at year end.

There being no further inquiries or discussion, on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending April 5, 2015, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE/ANNOUNCEMENTS

Chairman Dwyer asked Mr. Hahn if there was any correspondence or announcements. Mr. Hahn reported that there was no correspondence to report or any announcements.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:38 p.m. on a motion by Mr. Crowley, seconded by Mr. Colman, and unanimously carried.

Respectfully submitted,

Michael G. Hahn
Deputy Director