

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, February 18, 2016

1:36 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
Michael A. Crowley
David L. Stroik
Gustav W. Wirth, Jr.

William R. Drew
Adelene Greene, Vice-Chair
Charles Colman
Mike Dawson
Nancy Russell
Daniel Schmidt

Staff:

Kenneth R. Yunker
Elizabeth A. Larsen

Executive Director
Assistant Director-Administration

ROLL CALL

Chairman Dwyer called the meeting to order at 1:36 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted for the record that Mr. Drew, Ms. Greene, Mr. Colman, Mr. Dawson, Ms. Russell, and Mr. Schmidt asked to be excused.

APPROVAL OF MINUTES OF JANUARY 28, 2016, MEETING

Chairman Dwyer asked if there were any changes or additions to the January 28, 2016, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on January 28, 2016, were approved as published.

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APPROVAL OF DISBURSEMENTS

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

2016 Reporting Period No. 3

Ms. Larsen distributed copies of the Check Register for the 3rd financial reporting period of January 11, 2016, to January 24, 2016

There being no questions or comments, on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 3rd reporting period of 2016 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 3rd reporting period of 2016 (copy attached to Official Minutes).

2016 Reporting Period No. 4

Ms. Larsen distributed copies of the Check Register for the 4th financial reporting period of January 25, 2016, to February 7, 2016.

There being no questions or comments, on a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 4th reporting period of 2016 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 4th reporting period of 2016 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING FEBRUARY 7, 2016

Copies of the Statement of Projected Revenues and Expenditures for reporting period 4 ending on February 7, 2016, 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.

In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered represented just over 10 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries on the Statement remain unchanged from the report presented at the January meeting.
2. The service agreement revenues remain unchanged from the report presented at the January meeting.
3. The projection of expenditures through the end of the year compared with the budgeted revenues, as approved in the 2016 Overall Work Program, indicates a surplus of \$711,000 for the continuing program projects. This is a typical pattern encountered in the early stages of carrying out the Commission's annual work program. The surplus will decline throughout the year. The surplus may be expected to decline to less than \$150,000 throughout the year with the payment of items such as the payment to the City of Pewaukee for the payment in lieu of taxes, business insurance and audit, replacement equipment, and automobile replacement.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2014 financial audit. These accounts will be adjusted upon completion of the audit for 2015.

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5. The Commission had on hand as of February 7, 2016, approximately \$4.65 million. This includes about \$50,550 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 0.33 percent interest and various money market accounts.

In response to a comment by Mr. Stroik, Ms. Larsen stated she will work with local area banks to obtain more favorable deposit rates for money market or certificate of deposit investment accounts.

There being no further discussion, on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending February 7, 2016, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE/ANNOUNCEMENTS

Chairman Dwyer asked Mr. Yunker if there was any correspondence or announcements.

Ms. Larsen indicated she was exploring purchasing options for the iPads to be used by the Commissioners. Additional information regarding iPad model, specifications, and purchase cost will be presented at the next Administrative Committee meeting.

Mr. Stroik then briefed the Commissioners on an ongoing water leakage issue in the basement of the building. Ms. Larsen will meet with a basement contractor to determine the extent of the problem and report at the next Administrative Committee meeting.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:12 p.m. on a motion by Mr. Stroik, seconded by Mr. Crowley, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker
Deputy Secretary

KRY/ EAL/dd
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