

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**ADMINISTRATIVE COMMITTEE**

Thursday, July 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:

Kenneth R. Yunker  
Loretta Watson

Deputy Director  
Executive Secretary

Guests:

Nancy Russell

Chair, Walworth County Board of Supervisors

**ROLL CALL**

Chairman Stroik called the meeting to order at 1:30 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted for the record that Commissioners Hansen and Miklasevich had asked to be excused.

### **APPROVAL OF MINUTES OF JUNE 26, 2008, MEETING**

On a motion by Mr. Wirth, seconded by Mr. Morrison, and carried unanimously, the minutes of the Administrative Committee meeting held on June 26, 2008, were approved as published.

### **APPROVAL OF DISBURSEMENTS**

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

#### **2008 Reporting Period No. 13**

Mr. Yunker distributed copies of the Check Register for the 13<sup>th</sup> financial reporting period of 2008, June 9 to June 22, 2008.

There being no questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 13<sup>th</sup> reporting period of 2008 were approved.

Chairman Stroik, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 13<sup>th</sup> reporting period of 2008 (copy attached to Official Minutes).

#### **2008 Reporting Period No. 14**

Mr. Yunker distributed copies of the Check Register for the 14<sup>th</sup> financial reporting period of 2008, June 23 to July 6, 2008.

In response to an inquiry by Mr. Wirth, Mr. Yunker indicated that the payment listed on page 1 of the Register to Blueprints, Inc., represented the cost of paper and ink for the Commission plotters which print maps, and the shipping expense of those materials. In response to an inquiry by Mr. Morrison, Mr. Yunker indicated that the payment listed on page 3 of the Register to Rev's Pre-cast Concrete Corp., represented the cost of concrete monuments for the Commission's surveying function.

There being no further questions or comments, on a motion by Ms. Greene, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 14<sup>th</sup> reporting period of 2008 were approved.

Chairman Stroik, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 14<sup>th</sup> reporting period of 2008 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JULY 6, 2008**

Copies of the Statement of Projected Revenues and Expenditures for the period ending July 6, 2008, were distributed for Committee review. Chairman Stroik asked Mr. Yunker 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. Yunker commented that the period covered represented slightly more than one-half of the calendar year. He then called attention to the following items:

1. The Federal and State revenue entries on the Statement are unchanged from the report presented at the June Committee meeting. The only revenue not yet secured is the remaining \$51,000 in funds expected from the Wisconsin Department of Natural Resources to support the water quality planning program.
2. One change has been made to the service agreement revenue amounts identified in the table from those presented at the June Committee meeting. That change is the addition of \$15,000 in revenue in the transportation study, such revenue to be derived from special traffic forecasting work being undertaken for the Wisconsin Department of Transportation.
3. The expenditure data on the Statement reflects 14 reporting periods, or 28 weeks. The projection of expenditures through the end of the year reflects a surplus of about \$177,000, virtually unchanged from last month.
4. The liability, operating, and reserve accounts reported on the Statement remain unchanged from last month's report, and continues to reflect the findings of the 2007 financial audit. The building bond fund monies have been placed with the trustee for the bonds.
5. The Commission had on hand as of July 6, 2008, about \$3.69 million. This includes about \$115,000 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 2.23 percent interest; in several certificates of deposit; and in savings and checking accounts at Johnson Bank.

A brief discussion then ensued. Mr. Dwyer asked if it could indicate on the next Statement of Projected Revenues and Expenditures that the only revenues yet to be received by the Commission for the year 2008 was the \$51,000 from the Wisconsin Department of Natural Resources. Mr. Wirth suggested that it be shown in a footnote and Mr. Yunker indicated that it would be so shown on the next Statement of Projected Revenues and Expenditures.

Following that brief discussion, on a motion by Mr. Drew, seconded by Mr. Dwyer, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending July 6, 2008, was accepted to be placed on file (copy attached to Official Minutes).

#### **CONSIDERATION OF BUSINESS INSURANCE RENEWAL PROPOSAL**

Mr. Yunker noted that a memorandum had been sent to all members of the Committee relative to the renewal quotation for the Commission's business insurance program (copy attached to Official Minutes). He then reviewed the memorandum and the attached premium summary with the Committee members, noting the various changes in the coverage costs. Overall, he said, the total premium of \$43,777 is about six percent less than the premium cost this past year.

Following a brief discussion, on a motion by Ms. Greene, seconded by Mr. Wirth, and carried unanimously, the Commission's Business Manager was authorized to renew the entire Commission business insurance package through Johnson Insurance.

## **CONSIDERATION OF ACQUISITION OF REPLACEMENT COLOR COPIER EQUIPMENT**

Mr. Yunker noted that a memorandum had been sent to all members of the Committee relative to the purchase of replacement color copier equipment (copy attached to Official Minutes). He recalled that the Commission staff had been investigating this matter for a number of months and had come to a conclusion that it would be in the Commission's best interests to move at this time to replace the existing color copying equipment in the Commission's reproduction shop. He then reviewed the contents of the memorandum with the Committee, concluding that while the staff is recommending that the Commission purchase two Konica-Minolta color copy units at a cost of about \$78,000, the anticipated monthly cost savings of about \$5,500 would result in the cost of the new equipment being recouped over the next 14 months.

A brief discussion followed. During that discussion, Mr. Wirth noted that the purchase price of Xerox color copiers was less than that of the recommended Konica-Minolta color copiers. Mr. Yunker responded that the estimated operating and maintenance costs per month, which included maintenance costs and operating supplies like toner and ink, were less for the Konica-Minolta copier and over the next five years the combined capital and operating and maintenance costs of the Konica-Minolta and Xerox copiers were expected to be about the same. Mr. Yunker indicated that the Commission staff currently utilizes Konica-Minolta office copiers and has been pleased with their performance. In addition, the Konica-Minolta color copiers can produce more copies per minute than the Xerox copier and are considered by staff to be better suited for heavy-duty copying. As a result, the Commission staff is recommending the purchase of the Konica-Minolta color copiers.

Following that discussion, on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Commission's Business Manager was authorized to replace Commission color copier equipment in the reproduction shop in the manner set forth in the attached memorandum.

## **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there were no announcements or correspondence to be brought to the attention of the Committee.

## **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 1:55 p.m. on a motion by Mr. Wirth seconded by Mr. Morrison, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Director

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Attachments