

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, September 29, 2005

1:30 p.m.

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

Present:

Excused:

Committee Members:

Paul G. Vrakas, Chairman  
Thomas H. Buestrin  
William R. Drew  
Allen L. Morrison  
Daniel S. Schmidt  
Gustav W. Wirth, Jr.

Robert A. Brooks, Vice-Chairman  
Adelene Greene  
Richard A. Hansen  
Linda J. Seemeyer

Absent:

Staff:

Philip C. Evenson  
Loretta Watson

Executive Director  
Executive Secretary

#### ROLL CALL

Chairman Vrakas 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 Brooks, Greene, Hansen, and Seemeyer had asked to be excused.

#### APPROVAL OF MINUTES OF AUGUST 25, 2005, MEETING

On a motion by Mr. Wirth, seconded by Mr. Morrison, and carried unanimously, the minutes of the Administrative Committee meeting held on August 25, 2005, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

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

### **2005 Reporting Period No. 17**

Mr. Evenson distributed copies of the Check Register for the 17th financial reporting period of 2005, August 8 to August 21.

In response to an inquiry by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 4 of the Register to Time Warner Telecom represented the monthly cost of internet and most long distance telephone service. Mr. Wirth suggested that the Commission evaluate once again the potential for covering telephone service to voice over internet protocol (VOIP). Mr. Evenson indicated that he would review that situation with the Commission's Business Manager.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 17th reporting period of 2005 were approved.

Chairman Vrakas, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 17th reporting period of 2005 (copy attached to Official Minutes).

### **2005 Reporting Period No. 18**

Mr. Evenson distributed copies of the Check Register for the 18th financial reporting period of 2005, August 22 to September 4.

In response to a question by Mr. Vrakas, Mr. Evenson indicated that the accounting category entitled "Reprographics" is a term that refers to photocopying or similar means of reproducing graphic and other printed material. He indicated that this category is used by the Commission staff to cover many print shop activities and supplies.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Morrison, and carried unanimously, the Commission disbursements for the 18th reporting period of 2005 were approved.

Chairman Vrakas, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 18<sup>th</sup> reporting period of 2005 (copy attached to Official Minutes).

### **2005 Reporting Period No. 19**

Mr. Evenson distributed copies of the Check Register for the 19th financial reporting period of 2005, September 5 to September 18.

In response to a question by Mr. Buestrin, Mr. Evenson indicated that the payment listed on page 2 of the Register to Delta Dental of Wisconsin represents the total monthly cost of the Commission's dental insurance program for employees in 2005. That cost, he noted, is shared in 2005 between the Commission and the employees on an 83/17 percent basis.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 19th reporting period of 2005 were approved.

Chairman Vrakas, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 19<sup>th</sup> reporting period of 2005 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES  
FOR PERIOD ENDING SEPTEMBER 18, 2005**

Copies of the Statement of Projected Revenues and Expenditures for the period ending September 18, 2005, were distributed for Committee review. Chairman Vrakas 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 nearly three-fourths of calendar year 2005. As he reviewed the Statement, he called attention to the following items:

1. With regard to Federal and State revenues, no changes have been made to the entries on the Statement since the last report. The Commission did receive the full commitment of funds from the Wisconsin Department of Natural Resources following adoption of the State Budget Bill. The new Federal transportation legislation has also recently been adopted, and we should shortly receive final approval of the Federal Transit Administration funds for the last quarter of the year.
2. The SEWRPC tax levy funds have been re-deployed slightly, with about \$32,500 being moved to two of the coastal management studies under the "Special Projects" section of the Statement.
3. With respect to service agreement revenues under the continuing planning programs, an additional \$30,000 has been added to the community assistance program amount, reflecting surveying work being done for Racine County.
4. The revenue and expenditure entries for the regional orthophotography program have been changed significantly since the last Statement to reflect completion of final funding arrangements for this work effort. The Statement now reflects an additional \$200,000 from the Wisconsin Department of Transportation, as well as substantial service agreement funds to be provided by the U.S. Geological Survey and the counties in the Region.
5. The expenditure data on the Statement reflects 19 full reporting periods, or the first 38 weeks of the calendar year. The projected year end surplus approximates \$109,000, nearly identical to the last reported projection.
6. The liability, operating, and reserve accounts reported on the Statement remain unchanged from the August report. These accounts reflect the findings of the audit for calendar year 2004.
7. The Commission had on hand as of September 18, 2005, about \$4.69 million. This includes about \$848,000 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 3.40 percent interest; in several certificates of deposit at banks throughout the Region; and in savings and checking accounts at Johnson Bank.

A discussion then ensued. In response to an observation by Mr. Wirth that the final budget for the 2005 orthophotography program was about twice the original budget, Mr. Evenson noted that all of the incremental costs may be attributed to enhanced data collection activities desired primarily by Waukesha County. Not only did Waukesha County desire six-inch pixel photography as opposed to the regional product of 12-inch pixel photography, they also desired to have their digital terrain model of the County fully updated. Consequently, Waukesha County has contributed about \$500,000 to the overall project. In response to an inquiry by Mr. Wirth, Mr. Buestrin indicated that a meeting with the bond trustee for the Rockwood Drive project will be held in October. He noted that he would ask Commissioner Drew and the Commission's legal counsel, Mr. James R. Sommers, to also attend the meeting.

Following that 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 September 18, 2005, was accepted to be placed on file (copy attached to Official Minutes).

#### **CORRESPONDENCE/ANNOUNCEMENTS/ATTENDANT ACTIONS**

Mr. Evenson announced that the Commission staff was in the process of replacing at least one of the two field trucks used to support the Commission's county surveyor work program. Given the commitment by the Commission to continue with that program, he said, the Commission staff has come to the conclusion that the existing 1998 Dodge Ram truck should be replaced with a new Chevrolet Silverado truck with a crew cab arrangement at this time, with the probable replacement of the second field truck – a 2000 Chevrolet Silverado – in 2006. After a brief discussion, on a motion by Mr. Wirth, seconded by Mr. Drew, and carried unanimously, the Commission staff was authorized to take alternate bids on survey crew field vehicles, one of which would seek to replace one truck at the present time and the other would seek to replace both trucks at the present time, it being the intent to replace both trucks if the latter bid proved to be fiscally advantageous on a unit basis.

#### **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. Drew, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Philip C. Evenson  
Deputy Secretary

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Attachments