

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, January 26, 2006

1:30 p.m.

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

Present:

Excused:

Committee Members:

Robert A. Brooks, Vice-Chairman
Thomas H. Buestrin
Allen L. Morrison
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

Paul G. Vrakas, Chairman
William R. Drew
Adelene Greene
Richard A. Hansen
Linda J. Seemeyer

Absent:

Staff:

Philip C. Evenson
Loretta Watson

Executive Director
Executive Secretary

ROLL CALL

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

APPROVAL OF MINUTES OF DECEMBER 22, 2005, MEETING

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on December 22, 2005, were approved as published.

APPROVAL OF DISBURSEMENTS

Vice-Chairman Brooks asked Mr. Evenson to review with the Committee the recent disbursements.

2005 Reporting Period No. 26

Mr. Evenson distributed copies of the Check Register for the 26th financial reporting period of 2005, December 12 to December 25.

In response to a question by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 2 of the Register to Delta Dental of Wisconsin represented the entire cost of employee dental insurance for the month of January 2006, noting, however, that Commission employees pay 18 percent of that cost just like they pay 18 percent of medical insurance coverage. In response to a question by Mr. Morrison, Mr. Evenson indicated that the payment listed on page 1 of the Register to the City of Pewaukee represented the annual payment made by the Commission in lieu of property taxes on the Rockwood Drive building. A second payment listed on page 2 of the Register to the City of Pewaukee was for the normal sewer and water utility bill for the last quarter of 2005.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 26th reporting period of 2005 were approved.

Vice-Chairman Brooks, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 26th reporting period of 2005 (copy attached to Official Minutes).

2006 Reporting Period No. 1

Mr. Evenson distributed copies of the Check Register for the 1st financial reporting period of 2006, December 26, 2005, to January 8, 2006.

In response to an inquiry by Mr. Wirth, Mr. Evenson indicated that while the financial reporting period covers portions of two calendar years, the auditor will disaggregate the expenses and allocate them appropriately to each calendar year as part of the audit process. In response to another question by Mr. Wirth, Mr. Evenson indicated that the Commission staff is reviewing with Time Warner Telecom the cost of telephone and internet services and expects those costs to be reduced.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Mr. Morrison, and carried unanimously, the Commission disbursements for the 1st reporting period of 2006 were approved.

Vice-Chairman Brooks, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 1st reporting period of 2006 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 8, 2006

Copies of the Statement of Projected Revenues and Expenditures for the period ending January 8, 2006, were distributed for Committee review. Vice-Chairman Brooks asked Mr. Evenson to review with the Committee the financial status of the Commission accounts as of the end of that period.

Mr. Evenson noted that the period covered on the Statement represented only a few days of the new calendar year. Accordingly, he said, the Statement reported only on anticipated revenues for the year. No attempt was made to project expenditures for the year given the very short period of time and the misleading results that would come from such a small expenditure base. He then called attention to the following items in the Statement:

1. The revenue entries on the Statement largely reflect the budgeted amounts set forth in the Commission's overall work program approved late in 2005. With respect to Federal and State revenues, all of the revenues anticipated from the Federal Highway Administration have been secured, together with all of the revenues anticipated from the Wisconsin Department of Transportation and the Wisconsin Department of Administration. Federal revenues remain to be secured from the Federal Transit Administration, with State revenues remaining to be secured from the Wisconsin Department of Natural Resources. No problems are anticipated in securing these additional Federal and State revenues.
2. With respect to service agreement revenues, all such revenues indicated for the land use program, the floodland management program, the water supply program, the orthophotography program, and the land information program have been secured through contracts. About 90 percent of the service agreement revenues for the water quality program have been secured, about 50 percent for the economic development program, and about 90 percent for the community assistance program.
3. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2004 audit report, minus the \$1,000,000 in funds placed with the trustee for the Rockwood Drive Building bonds in the fall of 2005. These accounts will be adjusted upon completion of the audit for 2005. It is hoped that the 2005 audit will be ready for presentation at the March Administrative Committee meeting.
4. The Commission had on hand as of January 8, 2006, about \$3.57 million. This includes about \$1.72 million 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 4.06 percent interest; in several certificates of deposit at banks throughout the Region; and in savings and checking accounts at Johnson Bank.

A brief discussion then ensued. Mr. Evenson noted that a representative of Johnson Bank has asked for an opportunity to present a cash investment program that presumably would rival the returns made by the Commission from investments in the State Local Government Investment Pool. It was the consensus of the Committee that Mr. Evenson and the Commission's Business Manager should meet with the Johnson Bank representative to discuss such a proposal. Unless that proposal were significantly more advantageous to the Commission than continuing to maintain funds in the State Pool, there would be no purpose served in bringing the Johnson Bank proposal to the Committee for its consideration. Mr. Morrison expressed his position that the Commission should be very cautious in how it invests its available cash, noting that the Commission made a determination to place most of its cash in the State Local Government Investment Pool during the 1980's and that decision has proven to be a wise one. Following that discussion, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 8, 2006, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson reported that the Commission staff had been informed that the Pewaukee Police have charged an individual in connection with the window breaking and theft in the tenant's quarters that occurred last November. It is the staff's understanding that the individual concerned is an employee of the cleaning service used by the tenant. The Commission staff, he said, will monitor the situation and, as may be appropriate, will move to seek reimbursement for the \$450 expenditure incurred by the Commission in replacing the broken window.

Mr. Evenson reported that earlier this week negotiations had been completed with respect to a new tenant lease at the Rockwood Drive Building. Just as soon as the executed lease is received, work will get underway to design and install the improvements in the tenant space. The new lease is for a fixed three-year term, with the tenant having two one-year renewal options. If the tenant fails to renew the lease at the end of three years, the Commission will be repaid two-fifths of the cost of the improvements, which have been initially estimated at \$62,000. If the tenant renews for the fourth year but fails to renew for the fifth year, the tenant will be responsible to reimburse the Commission for one-fifth of the improvement costs. The tenant has indicated that it expects to construct a third building on its site located about two blocks south of the Commission's Rockwood Drive Building sometime during the next five years. At that point in time the tenant, Medical Associates, Inc., expects to relocate its rehabilitation clinic to that new building.

Mr. Evenson indicated that the Commission's 2006 budget provides for the replacement of at least one vehicle. He reported that the vehicle in most need of replacement at this time is the 2000 Ford Windstar minivan. That vehicle is used frequently to transport materials to meetings, has over 90,000 miles recorded, and is experiencing surface deterioration. Accordingly, it is proposed that this vehicle be replaced with a similar Ford or Chrysler minivan vehicle with the purchase to be made from the State of Wisconsin vehicle bid list. Following a brief discussion, on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the Commission staff was authorized to replace the existing 2000 Ford Windstar minivan in the manner described.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:00 p.m. on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments