

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, February 23, 2006

1:30 p.m.

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

Present:

Excused:

Committee Members:

Thomas H. Buestrin
Adelene Greene
Allen L. Morrison
Daniel S. Schmidt
Linda J. Seemeyer
David L. Stroik
Gustav W. Wirth, Jr.

Paul G. Vrakas, Chairman
Robert A. Brooks, Vice-Chairman
William R. Drew
Richard A. Hansen

Absent:

Staff:

Philip C. Evenson
Loretta Watson

Executive Director
Executive Secretary

ROLL CALL

Chairman Buestrin called the meeting to order at 1:35 p.m. Roll call was taken and a quorum declared present. Mr. Evenson noted for the record that Commissioners Brooks, Drew, Hansen, and Vrakas had asked to be excused.

APPROVAL OF MINUTES OF JANUARY 26, 2006, MEETING

On a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the minutes of the Administrative Committee meeting held on January 26, 2006, were approved as published.

APPROVAL OF DISBURSEMENTS

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

2006 Reporting Period No. 2

Mr. Evenson distributed copies of the Check Register for the 2nd financial reporting period of 2006, January 9 to January 22.

In response to a question by Mr. Buestrin, Mr. Evenson indicated that the entry on page 1 of the Register relating to a payment to the Ewald Automotive Group was mislabeled "fringe benefits" and will be relabeled appropriately. In response to a follow up comment by Mr. Stroik, it was agreed that on future reports the category of "fringe benefits" will be changed to "employee benefits." In response to a question by Mr. Wirth, Mr. Evenson noted that the payment listed on page 3 of the Register to the Risk Management Association related to annual membership in the group and receipt of publications. This information is used by Commission staff engaged in managing loan funds on behalf of local governments in the Region.

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 2nd reporting period of 2006 were approved.

Chairman Buestrin, Mr. Wirth, and Mr. Evenson then affixed their signatures to the Check Register for the 2nd reporting period of 2006 (copy attached to Official Minutes).

2006 Reporting Period No. 3

Mr. Evenson distributed copies of the Check Register for the 3rd financial reporting period of 2006, January 23 to February 5, 2006.

In response to an inquiry by Mr. Morrison, Mr. Evenson indicated that the payment listed on page 2 of the Register to Earth Tech, Inc. related to consulting expenses for the Kenosha-Racine-Milwaukee commuter rail environmental study.

There being no further questions or comments, on a motion by Ms. Seemeyer, seconded by Ms. Greene, and carried unanimously, the Commission disbursements for the 2nd reporting period of 2006 were approved.

Chairman Buestrin, Mr. Wirth, and Mr. Evenson then affixed their signatures to the Check Register for the 2nd reporting period of 2006 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING FEBRUARY 5, 2006

Copies of the Statement of Projected Revenues and Expenditures for the period ending February 5, 2006, were distributed for Committee review. Chairman Buestrin 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 about 10 percent of the new calendar year. He then called attention to the following items in the Statement:

1. The revenue entries on the Statement are unchanged from the initial report presented at the January Committee meeting. Federal revenues remaining to be secured include \$750,000 from the Federal Transit Administration, and \$190,000 from the Wisconsin Department of Natural Resources. Service agreement revenue is expected to remain about as reflected in the Statement.
2. The expenditure data on the Statement reflects three reporting periods and only five weeks of the calendar year. The projections from that short experience base reflected on the Statement should be discounted somewhat and considered subject to change. At present, the analysis identifies a year end surplus of about \$474,000 and does not factor in any set aside in connection with the reservation of funds for the early retirement of bonds on the Rockwood Drive building.
3. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2004 audit report, with the exception of the elimination of \$1,000,000 in reserve funding for early redemption of the Rockwood Drive bonds, which funds have already been transferred to the Bond Trustee. These accounts will be adjusted upon completion of the audit for 2005 which is expected to be presented at the March Committee meeting.
4. The Commission had on hand as of February 5, 2006, about \$5.85 million. This includes about \$1.45 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 4.16 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. During that discussion, it was the consensus of the Committee that the staff should provide an annual report to the Committee on the status of the funds deposited by the Commission with the Trustee for the Rockwood Drive building bonds. Mr. Evenson indicated that such a report would likely be given each November. At Mr. Stroik's suggestion, it was agreed that the Commission staff should find a new name for the liability account presently titled "termination." It is, Mr. Evenson said, effectively a post-employment benefit for those Commission employees who were on the payroll as of April 1, 1996, when the Commission switched from a bi-monthly to a bi-weekly payroll system.

Following that discussion, on a motion by Ms. Greene, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending February 5, 2006, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson reported that, consistent with the action taken by the Committee at the January meeting, the Commission's Business Manager has ordered a replacement vehicle for the Commission's fleet. That vehicle is a Dodge Grand Caravan, which is being purchased off the State bid list from the Ewald Automotive Group in Oconomowoc for the price of about \$16,900.

Mr. Evenson reported that the lease between the Commission and Medical Associates, Inc. with respect to space in the Rockwood Drive building has been executed and efforts are now underway to remodel the space to meet the tenant's requirements. The lease is for three years beginning April 1, 2006, with two

one-year renewal options. The Commission is expected to incur about \$65,000 in remodeling costs which will be recouped through increased lease payments.

Mr. Evenson reported that he and the Commission's Business Manager had an initial meeting with a representative of the Community Insurance Corporation (CIC), a subsidiary of the Wisconsin County Mutual Insurance Corporation. Over the next 60 days, the Commission staff will work with CIC to develop a business insurance proposal for consideration by the Committee. The present coverage expires in July 2006.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:05 p.m. on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments