

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, August 31, 2006

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  
Adelene Greene  
Richard A. Hansen  
Allen L. Morrison  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Robert A. Brooks, Vice-Chairman  
William R. Drew  
Linda J. Seemeyer

Absent:

Staff:

Philip C. Evenson  
Loretta Watson

Executive Director  
Executive Secretary

#### ROLL CALL

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

#### APPROVAL OF MINUTES OF JULY 27, 2006, MEETING

On a motion by Mr. Wirth, seconded by Ms. Greene, and carried unanimously, the minutes of the Administrative Committee meeting held on July 27, 2006, were approved as published.

#### APPROVAL OF DISBURSEMENTS

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

### **2006 Reporting Period No. 15**

Mr. Evenson distributed copies of the Check Register for the 15th financial reporting period of 2006, July 10 to July 23.

He called the Committee's attention in particular to the payment listed on page 2 of the Register to Dakota Intertek Corporation, noting that this was a new Commission vendor selected to fulfill the Commission's commitment to Milwaukee County to ensure that a portion of the funds used to support the work of the County Surveyor was expended with a disadvantaged business enterprise. Dakota Intertek, he said, replaced about a dozen broken U.S. Public Land Survey monuments over the past several months, and by all accounts they did a very good job. Mr. Evenson also called attention to the payment listed on page 3 of the Register to J&B Associates, noting that this firm was doing some programming work attendant to the Commission's telecommunications systems planning effort.

In response to an inquiry by Mr. Stroik, Mr. Evenson indicated that the payment listed on page 5 of the Register to U.S. Cellular was incorrectly coded as an automobile expense. In response to an inquiry by Ms. Greene, Mr. Evenson indicated that the payment listed on page 3 of the Register to the Kenosha County Clerk was for several Kenosha County directories. These directories provide useful information to the Commission staff. In response to an inquiry by Mr. Morrison, Mr. Evenson indicated that the payment listed on page 3 of the Register to Packerland Rent-A-Mat, Inc., was for mats placed at Commission entry doorways.

There being no further questions or comments, on a motion by Mr. Morrison, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 15th reporting period of 2006 were approved.

Chairman Vrakas, Mr. Hansen, and Mr. Evenson then affixed their signatures to the Check Register for the 15th reporting period of 2006 (copy attached to Official Minutes).

### **2006 Reporting Period No. 16**

Mr. Evenson distributed copies of the Check Register for the 16th financial reporting period of 2006, July 24 to August 6.

He called the Committee's attention in particular to the payment listed on page 1 of the Register to Central Office Systems, noting that the Commission was in the process of replacing its copy machines throughout the office, the existing machines having been purchased about eight years ago. After a careful evaluation, the Commission's Business Manager has selected the Konica Minolta Bizhub 420 as the Commission's standard office copy machine.

In a response to an inquiry by Mr. Wirth relative to the payment listed on page 5 of the Register to We Energies, Mr. Evenson noted that expenditures for electricity and natural gas at the Rockwood Drive building are significantly higher this year, nearly \$1,000 a month more than last year. Mr. Wirth suggested that the Commission staff explore options to reduce energy charges, particularly during peak use periods under programs offered by We Energies.

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 16th reporting period of 2006 were approved.

Chairman Vrakas, Mr. Hansen, and Mr. Evenson then affixed their signatures to the Check Register for the 16th reporting period of 2006 (copy attached to Official Minutes).

### **2006 Reporting Period No. 17**

Mr. Evenson distributed copies of the Check Register for the 17th financial reporting period of 2006, August 7 to August 20.

In a response to an inquiry by Mr. Hansen, Mr. Evenson noted that the payment listed on page 2 of the Register to Kenosha County represented a refund to Kenosha County of monies provided to the Commission some time ago for the purpose of helping Kenosha County prepare a County Development Plan. That planning effort is now getting underway, he said, with the County using State grant funds instead of the local funds.

There being no further questions or comments, on a motion by Ms. Greene, seconded by Mr. Morrison, and carried unanimously, the Commission disbursements for the 17th reporting period of 2006 were approved.

Chairman Vrakas, Mr. Hansen, and Mr. Evenson then affixed their signatures to the Check Register for the 17th reporting period of 2006 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING AUGUST 20, 2006**

Copies of the Statement of Projected Revenues and Expenditures for the period ending August 20, 2006, 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 about 65 percent of calendar year 2006. As he reviewed the Statement, he called attention to the following items:

1. With respect to Federal and State revenues, no changes have been made to the Statement since the July report, with all revenues considered to be secure.
2. With respect to service agreement revenues, one change has been made to the Statement since the July report, that being the addition of \$10,000 in service agreement revenues under the land use program. These additional revenues will come from the Wisconsin Department of Natural Resources and involve work being done for the Department by the Commission's biological field services team.
3. The expenditure data on the Statement reflects 17 full reporting periods, or the first 34 weeks of the calendar year. The projected year end surplus approximates \$53,000, a substantial decrease from the July projection of about \$140,000. This decrease may be attributed to a determination to charge to the Commission's continuing transportation study staff and related expenditures

attendant to the Kenosha-Racine-Milwaukee commuter rail study throughout the year. It had been hoped that these expenditures would instead be able to be charged to the Federal and State grants obtained under that study. This now seems unlikely and it was considered prudent to acknowledge that unlikelihood within the context of the Commission's regular operating budget. As always, the projection does not include interest income and proceeds from the sale of materials.

4. The liability, operating, and reserve accounts reported on the Statement remain unadjusted from the July report, with one exception. That exception is a reduction in the Building Improvement and Maintenance Reserve Account to reflect an additional payment of about \$22,000 for the parking lot improvement project.
5. The Commission had on hand as of August 20, 2006, about \$3.3 million. This includes about \$746,000 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 5.13 percent interest; in several certificates of deposit at banks in the Region; and in savings and checking accounts at Johnson Bank.

After a brief discussion, on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending August 20, 2006, was accepted to be placed on file (copy attached to Official Minutes).

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Evenson reported that by letter dated August 25, 2006, the Commission has been informed that the trustee for the Rockwood Drive Building bond transaction activity, JPMorgan Chase and Company, has sold its corporate trust business to The Bank of New York. Details regarding the transition to a new relationship manager with The Bank of New York will follow this fall.

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

Respectfully submitted,

Philip C. Evenson  
Deputy Secretary

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Attachments