

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, January 25, 2007

2:30 p.m.

Milwaukee County Research Park
Technology Innovation Center
10437 West Innovation Drive
Wauwatosa, Wisconsin

Present:

Excused:

Committee Members:

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

Paul G. Vrakas, Chairman
Richard A. Hansen

Absent:

Staff:

Philip C. Evenson
Loretta Watson

Executive Director
Executive Secretary

ROLL CALL

Mr. Buestrin called the meeting to order at 2:30 p.m. Roll call was taken and a quorum declared present. Mr. Evenson noted for the record that Commissioners Hansen and Vrakas had asked to be excused.

APPROVAL OF MINUTES OF DECEMBER 21, 2006, MEETING

On a motion by Mr. Drew, seconded by Mr. Wirth, and carried unanimously, the minutes of the Administrative Committee meeting held on December 21, 2006, were approved as published.

APPROVAL OF DISBURSEMENTS

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

2006 Reporting Period No. 26

Mr. Evenson distributed copies of the Check Register for the 26th financial reporting period of 2006, December 11 to December 24.

In a response to an inquiry by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 1 of the Register to Cingular Wireless represented the normal use of wireless telephone service by Commission staff members. The special surveys of wireless telephone service conducted under the Commission's telecommunications planning program have been completed.

There being no further questions or comments, on a motion by Ms. Seemeyer, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 26th reporting period of 2006 were approved.

Mr. Buestrin, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 26th reporting period of 2006 (copy attached to Official Minutes).

2007 Reporting Period No. 1

Mr. Evenson distributed copies of the Check Register for the 1st financial reporting period of 2007, December 25 to January 7.

In response to a suggestion by Mr. Wirth, Mr. Evenson indicated that the Commission staff would pursue obtaining lower cost periodical subscriptions through EVSCO, noting that most periodicals purchased by the Commission are professional in nature, with very few commercial periodical subscriptions.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Ms. Greene, and carried unanimously, the Commission disbursements for the 1st reporting period of 2007 were approved.

Mr. Buestrin, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 1st reporting period of 2007 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 7, 2007

Copies of the Statement of Projected Revenues and Expenditures for the period ending January 7, 2007, were distributed for Committee review. Mr. Buestrin 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 only a few days of the new calendar year. No attempt was made to project expenditures for the year given the very short period of time and the potentially misleading results that would come from such a small expenditure base. He then called attention to the following items:

1. The revenue entries on the Statement largely reflect the budgeted amounts set forth in the Commission's overall work program approved late in 2006. 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 pertaining to water quality 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 water quality program, and the orthophotography program have been secured through contracts. About 60 percent of the service agreement revenues for the land information 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 both the findings of the 2005 audit report and adjustments made during 2006 to reflect the transfer of additional funds to the bond trustee for the Rockwood Drive building. These accounts will be adjusted upon completion of the audit for 2006. It is hoped that the 2006 audit will be ready for presentation at the March Administrative Committee meeting.
4. The Commission had on hand as of January 7, 2007, about \$2.38 million. This includes nearly \$606,000 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 5.75 percent interest; in several certificates of deposit; and in savings and checking accounts at Johnson Bank.

A brief discussion then ensued. In response to a comment by Mr. Wirth, Mr. Buestrin indicated that the matter of whether and when to send additional funds to the Rockwood Drive building bond trustee for the early retirement of bonds in 2011 should be taken up by the Committee after the 2006 audit is presented. Mr. Evenson recalled that the Commission's auditor had calculated that a payment of about \$360,000 relatively early in 2007 would likely be sufficient to meet the Commission's early bond repayment objective.

Following that discussion, on a motion by Mr. Morrison, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 7, 2007, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson reported that the Commission had received an invoice from the City of Pewaukee in the amount of \$11,461.10 representing the Commission's annual payment in lieu of taxes. He indicated that this amount was about \$280.00 more than last year and that he was surprised because the City's tax rate had been reduced and he had anticipated a modest reduction in the payment. It may be, he said, that the City Assessor has assigned a higher value to the Rockwood Drive building. He indicated that he would inquire of the City as to why the payment went up given that the tax rate went down.

[Secretary's Note: The City Assessor reports that for 2006 the Commission's Rockwood Drive building was valued at \$4.66 million, up from the prior valuation in 2003 of \$3.49 million.]

Noting that she had recently taken a new position as Director of Health and Human Services for Walworth County, Ms. Seemeyer indicated that she would soon be resigning her position on the Commission and that she had enjoyed her service on the Commission during her tenure in Milwaukee County. On behalf of the entire Commission, Mr. Buestrin wished Ms. Seemeyer well in her new position, noting that he was pleased that she was staying in southeastern Wisconsin.

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(Administrative Committee)
January 25, 2007

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:55 p.m. on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments