

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, April 24, 2008

1:30 p.m.

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

Present:

Excused:

Committee Members:

David L. Stroik, Chairman
Adelene Greene, Vice-Chairman
Thomas H. Buestrin
William R. Drew
James T. Dwyer
Allen L. Morrison
Daniel S. Schmidt
Gustav W. Wirth, Jr.

Richard A. Hansen
Michael J. Miklasevich

Staff:

Philip C. Evenson
Elizabeth A. Larsen
Loretta Watson

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Chairman Stroik 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 Hansen and Miklasevich had asked to be excused.

APPROVAL OF MINUTES OF MARCH 20, 2008, MEETING

On a motion by Mr. Schmidt, seconded by Mr. Morrison, and carried unanimously, the minutes of the Administrative Committee meeting held on March 20, 2008, were approved as published.

APPROVAL OF DISBURSEMENTS

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

2008 Reporting Period No. 6

Mr. Evenson distributed copies of the Check Register for the 6th financial reporting period of 2008, March 3 to March 16, 2008.

In response to an inquiry by Mr. Dwyer, Mr. Evenson indicated that the payment listed on page 3 of the Register to Mueller Communications, Inc., was for services provided by that firm in connection with a number of activities. For example, he said, the firm is helping the Commission develop an electronic newsletter or bulletin to replace the hardcopy Commission newsletter. The firm has also recently helped the Commission with news releases and other communications types of matters. Mr. Evenson explained that several years ago he had made a decision to outsource these types of work tasks rather than retain an individual on staff who would have a focus on communication-related activities. In response to a question by Ms. Greene, Mr. Evenson indicated that the payment listed on page 2 of the Register to Heartlove Kitchen & Banquet represented the cost of using HeartLove Place in Milwaukee as a meeting site for the Environmental Justice Task Force. Mr. Evenson noted that the HeartLove facility is well located in the inner-city and is periodically used by the Commission for hearings and meetings.

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 6th reporting period of 2008 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 6th reporting period of 2008 (copy attached to Official Minutes).

2008 Reporting Period No. 7

Mr. Evenson distributed copies of the Check Register for the 7th financial reporting period of 2008, March 17 to March 30, 2008.

There being no questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 7th reporting period of 2008 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 7th reporting period of 2008 (copy attached to Official Minutes).

2008 Reporting Period No. 8

Mr. Evenson distributed copies of the Check Register for the 8th financial reporting period of 2008, March 31 to April 13, 2008.

In response to a comment by Mr. Wirth relative to continuing activities associated with telecommunications planning, Mr. Evenson indicated that whether or not the Commission continues to support staff efforts in this subject area largely depends upon the results of the contracted project this year with Kenosha County. Should that project prove successful, he noted, it could lead to similar work elsewhere in the Region.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Ms. Greene, and carried unanimously, the Commission disbursements for the 8th reporting period of 2008 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 8th reporting period of 2008 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES
FOR PERIOD ENDING APRIL 13, 2008**

Copies of the Statement of Projected Revenues and Expenditures for the period ending April 13, 2008, were distributed for Committee review. Chairman Stroik 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 30 percent of the calendar year. He then called attention to the following items:

1. No changes have been made to the entries on the Statement relative to anticipated revenues for the calendar year. All of the revenues have been secured with the exception of funds being sought from the Federal Transit Administration and the Wisconsin Department of Natural Resources. This is not unusual at this time of year and there is no reason to believe that the budgeted funds from those two agencies will not be forthcoming. Service agreement revenues were left unchanged from last time, but will be reviewed and adjusted as may be necessary from time to time as the year goes on.
2. The projection of expenditures through the end of the year reflects a surplus of about \$250,000, relatively unchanged from the last report. A significant portion of the surplus may be attributed to staff vacancies at the present time.
3. The liability, operating, and reserve accounts reported on the Statement have been adjusted to reflect the findings of the 2007 audit report approved by the Committee at its March meeting. The two liability accounts have been increased to a total of about \$474,000 to reflect the auditor's findings. The operating account has been left unchanged at \$950,000. The equipment, insurance, and program development reserve accounts have been left unchanged. A building bond fund in the amount of \$385,000 has been created, and the building improvement and maintenance account has been adjusted slightly. In total, the operating and reserve accounts reflect precisely the Commission's fund balance as of December 31, 2007, as reported in the recently approved audit.
4. The Commission had on hand as of April 13, 2008, about \$4.5 million. This includes about \$262,000 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 3.12 percent interest; in several certificates of deposit; and in savings and checking accounts at Johnson Bank.

A discussion followed that focused on the reserve monies placed in the building bond fund and the desirability of committing the \$385,000 in question to the re-payment of bonds over the next several years. Following that discussion, on a motion by Mr. Wirth, seconded by Mr. Dwyer, and carried unanimously, the Commission's Business Manager was authorized to place the monies in that fund with

the bond trustee for the Rockwood Drive building, such funds being pledged to redeem bonds expiring in the years 2009, 2010, and 2011.

Following the foregoing, on a motion by Mr. Schmidt, seconded by Ms. Greene, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending April 13, 2008, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson reported that there were no announcements or correspondence to be brought to the attention of the Committee.

ADJOURNMENT

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

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments