

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, March 26, 2009

1:30 p.m.

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

Present:

Excused:

Committee Members:

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

Adelene Greene, Chair  
Richard A. Hansen  
Michael J. Miklasevich

Staff:

Kenneth R. Yunker  
Elizabeth A. Larsen  
Loretta Watson

Executive Director  
Business Manager  
Executive Secretary

Guests:

Robert W. Kabitzke

David L. Scrima, S.C.

#### ROLL CALL

Vice-Chair Dwyer called the meeting to order at 1:35 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted for the record that Commissioners Greene, Hansen, and Miklasevich had asked to be excused.

## **APPROVAL OF MINUTES OF FEBRUARY 26, 2009, MEETING**

On a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on February 26, 2009, were approved as published.

## **PRESENTATION OF 2008 AUDIT REPORT**

Vice-Chair Dwyer noted that the Commission auditor was in attendance to present to the Committee the findings of the audit of the Commission financial records for calendar year 2008. He then called on Robert W. Kabitzke of the firm of David L. Scrima, S.C.

Mr. Kabitzke distributed copies of the Independent Auditor's Report entitled "Southeastern Wisconsin Regional Planning Commission Annual Report, December 31, 2008." He then reviewed the report and the supplemental information attached to the report with the Committee on a page-by-page basis. As this process proceeded, the following comments and questions were addressed.

In response to an inquiry by Mr. Wirth, Mr. Yunker responded that the only payments which the Commission would need to make to retire the debt on the Rockwood Drive building would be annual interest payments of about \$100,000 in the years 2010 and 2011. Mr. Kabitzke noted that the funds deposited by the Commission over the years with the bond trustee should as well result in a credit to the Commission. In response to an inquiry by Mr. Dwyer, Ms. Larsen noted that actual expenditures on Building Maintenance exceeded budgeted expenditures by about \$50,000 in 2008 due to additional expenditures for snow plowing and building utilities, and the necessary replacement of four heating, ventilating, and air conditioning units in the original part of the building. In response to an inquiry by Mr. Stroik, Mr. Yunker noted that the \$300,000 designated for Errors and Omissions insurance was not a premium for such insurance but rather were funds set aside to deal with any claims. Ms. Larsen noted that to date, there have been no claims with respect to Commission Errors and Omissions. Mr. Yunker stated that the amount was set aside to deal with legal expenses that could result from any nuisance lawsuits. Mr. Drew suggested that it may be helpful to have the Commission's insurance agent and attorney attend a future Administrative Committee meeting to discuss this and other insurance.

After brief further discussion, it was moved by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously to approve and accept for publication the 2008 Audit Report as presented. Mr. Yunker indicated that the report would be published in the forthcoming 2008 Annual Report.

## **APPROVAL OF DISBURSEMENTS**

Vice-Chair Dwyer asked Mr. Yunker to review with the Committee the recent disbursements.

### **2009 Reporting Period No. 5**

Mr. Yunker distributed copies of the Check Register for the 5<sup>th</sup> financial reporting period of 2009, February 16 to March 1, 2009.

In response to an inquiry by Ms. Russell relative to a payment listed on page 3 of the Register to Jerry's Automotive, Mr. Yunker indicated that the Commission has eight vehicles and the payment was for maintenance expenses on Commission vehicles. In response to an inquiry by Ms. Russell relative to a payment listed on page 2 of the Register to U.S. Postal Service, Mr. Yunker indicated that payment was to add funds to the Commission's postage meter.

Following that discussion, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 5<sup>th</sup> reporting period of 2009 were approved.

Vice-Chair Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 5<sup>th</sup> reporting period of 2009 (copy attached to Official Minutes).

### **2009 Reporting Period No. 6**

Mr. Yunker distributed copies of the Check Register for the 6<sup>th</sup> financial reporting period of 2009, March 2 to March 15, 2009.

In response to an inquiry by Mr. Wirth relative to the payment listed on page 2 of the Register to Journal Sentinel, Inc., Mr. Yunker indicated the payment was for advertisements placed for public meetings for Commission planning efforts. In response to an inquiry by Ms. Russell relative to the payment listed on page 2 of the Register to ExxonMobil Card Services, Mr. Yunker indicated that the payment was for fuel for the Commission vehicle fleet. Mr. Yunker noted that the Commission's Business Manager monitors the fuel expenses by checking vehicle mileage against fuel payments and checking each credit card receipt against every credit card bill received.

There being no further discussion, on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 6<sup>th</sup> reporting period of 2009 were approved.

Vice-Chair Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 6<sup>th</sup> reporting period of 2009 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MARCH 15, 2009**

Copies of the Statement of Projected Revenues and Expenditures for the period ending March 15, 2009, were distributed for Committee review. Vice-Chair Dwyer asked Mr. Yunker 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. Yunker commented that the period covered represented about 20 percent of the new calendar year. He then called attention to the following items:

1. The revenue entries on the Statement reflect the budgeted amounts set forth in the Commission's Overall Work Program approved late in 2008. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus approaching \$300,000. This is a typical pattern encountered in the early stages in carrying out the Commission's annual work program. The surplus can be expected to decline throughout the year.
2. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2007 financial audit. These accounts will be adjusted next month reflecting completion of the audit for 2008.
3. The Commission had on hand as of March 15, 2009, about \$3.9 million. This includes about \$53,000 of unearned revenue provided to the Commission in advance of expenditures. The funds on hand are invested in the State of Wisconsin Local Government Investment Pool, which is

presently paying 0.87 percent interest; in several certificates of deposit; and in savings and checking accounts at Johnson Bank.

A brief discussion then ensued. In response to an inquiry by Mr. Dwyer, Mr. Yunker stated that the \$630,000 in the Program Development Reserve Account is intended to permit the Commission to address planning programs which may exceed their time schedule and budget. He noted that two programs may potentially need such funding this year, the regional water supply planning program, and the telecommunications planning program.

Following that discussion, on a motion by Ms. Russell, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending March 15, 2009, was accepted to be placed on file (copy attached to Official Minutes).

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker 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 2:30 p.m. on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary

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Attachments