

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, April 23, 2009

1:30 p.m.

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

Present:

Excused:

Committee Members:

Adelene Greene, Chair
James T. Dwyer, Vice-Chairman
Thomas H. Buestrin
Michael J. Miklasevich
Nancy Russell
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

William R. Drew
Richard A. Hansen

Staff:

Kenneth R. Yunker
Loretta Watson
Lynn Heis

Executive Director
Executive Secretary
Staff Secretary

ROLL CALL

Chair Greene 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 Drew and Hansen had asked to be excused.

APPROVAL OF MINUTES OF MARCH 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 March 26, 2009, were approved as published.

APPROVAL OF DISBURSEMENTS

Chair Greene asked Mr. Yunker to review with the Committee the recent disbursements.

2009 Reporting Period No. 7

Mr. Yunker distributed copies of the Check Register for the 7th financial reporting period of 2009, March 16 to March 29, 2009.

There being no discussion, on a motion by Mr. Schmidt, seconded by Mr. Miklasevich, and carried unanimously, the Commission disbursements for the 7th reporting period of 2009 were approved.

Chair Greene, Mr. Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 7th reporting period of 2009 (copy attached to Official Minutes).

2009 Reporting Period No. 8

Mr. Yunker distributed copies of the Check Register for the 8th financial reporting period of 2009, March 30 to April 12, 2009.

There being no discussion, on a motion by Mr. Miklasevich, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 8th reporting period of 2009 were approved.

Chair Greene, Mr. Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 8th reporting period of 2009 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING APRIL 12, 2009

Copies of the Statement of Projected Revenues and Expenditures for the period ending April 12, 2009, were distributed for Committee review. Chair Greene 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 represented about 30 percent of the 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 \$240,000. 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 continue to decline throughout the year.

2. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the recently completed 2008 financial audit.
3. The Commission had on hand as of April 12, 2009, about \$3.78 million. This includes about \$52,900 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 0.73 percent interest; in several certificates of deposit; and in savings and checking accounts at Johnson Bank. Mr. Yunker noted that the Commission Business Manager was investigating alternative methods of cash management and in particular would be reviewing the methods currently used by Waukesha County.

A brief discussion then ensued. In response to an inquiry by Mr. Dwyer, Mr. Yunker stated that a review of the trends in Commission cash on hand will be conducted comparing month-by-month amounts for the last few years. Mr. Yunker stated that at the next Administrative Committee meeting the Commission Business Manager and our insurance provider representative will attend to review with the Administrative Committee the types and levels of insurance that the Commission maintains. In response to an inquiry from Ms. Greene, Mr. Yunker stated that any surplus in Commission budget at the end of the year is reviewed for assignment to one of the Commission reserve accounts – Equipment, Insurance, Building Improvements and Maintenance, or Program Development.

Following that discussion, on a motion by Mr. Schmidt seconded by Mr. Dwyer and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending April 12, 2009, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF VEHICLE FLEET REPLACEMENT

Mr. Yunker stated that the staff is proposing to replace one Commission staff vehicle at this time. The vehicle to be replaced is a year 2000 Chevrolet Silverado four-wheel drive pickup truck. The vehicle meets two of three criteria for vehicle replacement in that the vehicle is nine years old and its mileage exceeds 200,000 miles. The vehicle is used in performing the Commission's surveying functions. It is proposed that a similar vehicle be obtained, specifically, a 2009 Chevrolet Silverado four-wheel drive vehicle. The vehicle will be purchased with a State of Wisconsin municipal discount. The cost to the Commission will be \$26,184 and the list price of the vehicle is \$37,322. In response to an inquiry by Mr. Dwyer, Mr. Yunker noted that the Commission has looked at hybrid vehicles in the past for passenger vehicle and vans and may be expected to consider a hybrid vehicle when those Commission vehicles are replaced. In response to an inquiry by Ms. Greene, Mr. Yunker stated that the staff anticipates trading in the vehicle to the dealer providing the new vehicle. He stated that in the past the Commission has auctioned vehicles to staff provided that staff pays more than the amount offered by the dealer.

After a brief discussion, on a motion by Mr. Buestrin, seconded by Mr. Miklasevich, and carried unanimously, the Commission approved the request.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker stated that Commission staff is looking at ways to upgrade the SEWRPC website. He stated that the Commission staff is examining the advantages of a software package which will enable the Commission staff to more readily update the website content, with the updates to be done by each division without the assistance of any technical staff. He noted that the estimated cost of this upgrade is about \$40,000 including license fee, site design, and training, with an annual maintenance fee of about \$2,000. Mr. Dwyer suggested that approval of this website upgrade should appear on the next Administrative Committee meeting agenda.

Mr. Yunker reported that there were no other 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 2:10 p.m. on a motion by Mr. Miklasevich, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Deputy Secretary

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Attachments