

## **MINUTES**

### **SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

#### **ADMINISTRATIVE COMMITTEE**

Thursday, January 21, 2010

1:32 p.m.

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

Present:

Excused:

Committee Members:

Thomas H. Buestrin  
James Dwyer, Vice-Chairman  
Richard A. Hansen  
Nancy Russell  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Adelene Greene, Chair

Staff:

Kenneth R. Yunker  
Elizabeth A. Larsen  
Debra A. D'Amico

Executive Director  
Business Manager  
Executive Secretary

#### **ROLL CALL**

Vice-Chair Dwyer called the meeting to order at 1:32 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted for the record that Commissioner Greene had asked to be excused.

#### **APPROVAL OF MINUTES OF NOVEMBER 19, 2009 MEETING**

Vice-Chair Dwyer asked if there were any changes or additions to the November 19, 2009, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on November 19, 2009, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

Vice-Chair Dwyer asked Ms. Larsen to review with the Committee the recent disbursements.

### **2009 Reporting Period No. 24**

Ms. Larsen distributed copies of the Check Register for the 24th financial reporting period of 2009, November 9 to November 22, 2009.

In response to an inquiry by Ms. Russell, Ms. Larsen indicated that the payment on page 5 of the Check Register, payable to the Wisconsin State Fair Park was for rental space at the youth center for a Housing Study meeting.

There being no further questions or discussion, on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 24th reporting period of 2009 were approved.

Vice-Chair Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 24th reporting period of 2009 (copy attached to Official Minutes).

### **2009 Reporting Period No. 25**

Ms. Larsen distributed copies of the Check Register for the 25th financial reporting period of 2009, November 23 to December 6, 2009.

In response to an inquiry by Ms. Russell on page 2, Ms. Larsen stated the payment made to the Milwaukee County Treasurer was for room rental for transportation meetings held in Milwaukee County facilities.

Responding to Ms. Russell's second inquiry relative to payment made to the U.S. Postal Service on pages 2 and 3, Ms. Larsen said that the postage expense amounts are usually paid in \$500 amounts unless additional postage is needed for a large mailing. First class postage is downloaded directly to the Commission postage meter machine; third class postage is kept on account at the Waukesha Post Office.

In response to an inquiry by Vice-Chair Dwyer, Ms. Larsen stated that the payment made to Jerry's Automotive Service, Inc., was for the purchase of new tires for the 2007 Chevrolet Suburban.

In response to an inquiry by Vice-Chair Dwyer, Mr. Yunker stated that the payment on page 3 made to Ruekert & Mielke, Inc, was for the City and Village of Pewaukee Consolidation study in which the Commission is acting as the fiscal agent and the facilitator for the project.

There being no further questions or discussion, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 25th reporting period of 2009 were approved.

Vice-Chair Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 25th reporting period of 2009 (copy attached to Official Minutes).

### **2009 Reporting Period No. 26**

Ms. Larsen distributed copies of the Check Register for the 26th financial reporting period of 2009, December 7 to December 20, 2009.

In response to an inquiry by Mr. Weishan, Ms. Larsen stated that the payment to The Bank of New York Mellon was the annual interest payment due on the Commission office bonds. Mr. Yunker stated there is one more interest payment to be made at the end of this year, and the bonds will be repaid in March 2011, and the Commission will then own the building.

In response to an inquiry by Mr. Stroik relative to the status of ProHealth Care Medical Associates, Mr. Yunker stated that the tenant has executed the one year lease extension option through March 2011.

There being no further questions or discussion, on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 26th reporting period of 2009 were approved.

Vice-Chair Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 26th reporting period of 2009 (copy attached to Official Minutes).

### **2010 Reporting Period No. 1**

Ms. Larsen distributed copies of the Check Register for the 1st financial reporting period of 2010, December 21 to January 3.

In response to an inquiry by Ms. Russell, Ms. Larsen stated the payment listed on page 1 to the City of Pewaukee was for a routine inspection of the Commission's building conducted by the City of Pewaukee Fire Inspector.

In response to a second inquiry by Ms. Russell, Ms. Larsen stated that the payment listed on page 3 to Jean M. Roman, a former Commission employee, was a refund for a portion of her January COBRA health insurance premium as subsidized by the American Recovery and Reinvestment Act (ARRA). A new ARRA subsidy with regard to COBRA came into effect in late December, resulting in Ms. Roman paying for the 35 percent of the cost of health insurance. The balance of the health insurance premium will be refunded to the Commission by the Federal government.

There being no further questions or discussion, on a motion by Mr. Stroik, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 1st reporting period of 2010 were approved.

Vice-Chair Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 1st reporting period of 2010 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 3, 2010**

Copies of the Statement of Projected Revenues and Expenditures for the period ending January 3, 2010, were distributed for Committee review. Vice-Chair Dwyer asked Ms. Larsen 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, Ms. Larsen commented that the period covered only one day of the calendar year. No attempt was made to show actual expenditures or 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. She 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 2009. With respect to Federal and State

revenues, all of the revenues expected from the Federal Highway Administration and Wisconsin Department of Transportation and coastal zone management revenues have been secured. Federal revenues remain to be secured from the Federal Transit Administration, and State water quality revenues remain to be secured. This is a normal situation early in the year and no problems are anticipated in securing these Federal and State revenues.

2. With respect to service agreement revenues that support work activities in the land use, water quality, floodland management, economic development, and community assistance program areas, many of the funds identified in the Statement already have been secured and contractual agreements are expected to be secured on the remaining funds in the next month or two. The sum of \$71,160 identified in the service agreement column attributed to the building program represents the rent to be paid in 2010 by the Commission's tenant, ProHealth Care Medical Associates, Inc., under a multi-year rental arrangement.
3. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2008 financial audit. These accounts will be adjusted upon completion of the audit for 2009. It is expected that the 2009 audit will be ready for presentation at the March Administrative Committee meeting.
4. The Commission had on hand as of January 3, 2010, nearly \$2.2 million. This includes about \$51,000 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 0.22 percent interest; a certificate of deposit; and two money market accounts at local banks.

In response to an inquiry by Ms. Russell regarding the tenant's lease, Ms. Larsen stated that the lease will be up for renewal at the end of March 2011.

In response to an inquiry by Mr. Wirth relative to the Wisconsin Department of Natural Resources (WisDNR) water quality management planning revenues, Ms. Larsen stated that the WisDNR usually provides the revenue in mid-to-late year.

In response to a concern by Mr. Hansen relative to how the Commission staff has adapted to shortages of funding, Mr. Yunker stated that for four years the Commission local tax levy budget has remained flat, along with Federal and State funding. A discussion then ensued with regard to conducting a "stress test" and identifying possible scenarios to follow should the Commission be faced with a revenue shortage. It was determined that the staff should review with the Commission the implications of continued flat, and possible declining revenues.

On a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 3, 2010, was accepted to be placed on file (copy attached to Official Minutes).

## **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that the Commission staff has been investigating moving the Commission's satellite office from the current Milwaukee County Research Park location. He stated he and Mr. Stephen Adams, the Public Involvement and Outreach Manager, have discussed possible locations within Milwaukee County office buildings as potential sites. A potential office space may be available at the Milwaukee Campus building located on 28th and Wells Streets. This building currently houses the Milwaukee Public Works Department, among others. Mr. Yunker indicated that the Campus offers facilities including

various sized conference and meeting rooms; however, the rental cost would be somewhat greater than the Commission currently pays at the research park.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:12 p.m. on a motion by Mr. Stroik, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary

KRY/dad  
#149527 v1 - AdminComJan10Min

Attachments