

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**ADMINISTRATIVE COMMITTEE**

Thursday, January 20, 2011

1:32 p.m.

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

Present:

Excused:

Committee Members:

Adelene Greene, Chair  
James Dwyer, Vice-Chairman  
Gilbert B. Bakke  
Thomas H. Buestrin  
William R. Drew  
Nancy Russell  
Daniel S. Schmidt  
David L. Stroik  
John F. Weishan, Jr.  
Gustav W. Wirth, Jr.

Staff:

Kenneth R. Yunker	Executive Director
Elizabeth A. Larsen	Business Manager
Debra A. D'Amico	Executive Secretary

**ROLL CALL**

Chair Greene called the meeting to order at 1:32 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted that all Committee members were present.

**APPROVAL OF MINUTES OF NOVEMBER 18, 2010 MEETING**

Chair Greene asked if there were any changes or additions to the November 18, 2010, 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 18, 2010, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

Chairman Greene asked Ms. Larsen to review with the Committee the recent disbursements.

### **2010 Reporting Period No. 24**

Ms. Larsen distributed copies of the Check Register for the 24<sup>th</sup> financial reporting period of 2010, November 8, 2010, to November 21, 2010.

In response to an inquiry by Ms. Russell relative to the payment listed on page 2 of the register to the Cardmember Service under the account description of Building Maintenance, Ms. Larsen indicated that only a portion of this payment, \$730, should have been coded to the building maintenance account while the balance should have been coded to the travel expense account and the library expense account. The building maintenance expense portion of the payment was for the purchase of a replacement refrigerator in the staff break room. The travel expense portion was for a Commission staff member's attendance at the Transportation Research Board annual meeting, and the library expense portion was for the purchase of books concerning transportation planning.

Ms. Russell then asked for clarification regarding the payment made to ExxonMobil listed on page 2. Ms. Larsen confirmed that this payment was for one month of gasoline purchased for use in the Commission's fleet vehicles.

In response to an inquiry by Ms. Russell relative to the payment listed on page 3 of the register to the Milwaukee Times Weekly Newspaper, Ms. Larsen stated that this was the placement of notification of the Commission's 2010-2011 Disadvantaged Business Enterprise Goals.

In response to an additional inquiry by Ms. Russell, Ms. Larsen stated that the payment to Seiler Instrument & Manufacturing Co., Inc. listed on page 4 of the register was for the purchase of a new Trimble GPS system. She stated that the old Trimble GPS unit has become obsolete and no longer functions efficiently. Mr. Yunker reminded the Committee that this purchase had been discussed at the October 21, 2010, Administrative Committee meeting.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 24<sup>th</sup> reporting period of 2010 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 24<sup>th</sup> reporting period of 2010 (copy attached to Official Minutes).

### **2010 Reporting Period No. 25**

Ms. Larsen distributed copies of the Check Register for the 25<sup>th</sup> financial reporting period of 2010, November 22, 2010, to December 5, 2010.

In response to an inquiry by Mr. Wirth relative to the payment listed on page 1 of the register to Aero-Metric, Inc., Mr. Yunker indicated that the 2010 Regional Aerial Orthophotography project has been completed on schedule with the exception of Kenosha County which will receive all their orthophotos no later than March 31, 2011.

In response to an inquiry by Ms. Russell relative to the payment listed on page 1 of the register to CDW Government, Inc., Ms. Larsen indicated that the payment was for the Commission's annual Microsoft software maintenance and license agreements.

Ms. Russell inquired about the listing for Jerry's Automotive Service on page 2 of the check register. Ms. Larsen stated that the payment was for new tires for the Commission's Chevrolet Suburban.

Ms. Russell requested information about the payment listed on page 1 of the register to Badger Technical Services, Inc. Mr. Yunker explained that the payment was for a temporary employee hired to fulfill the duties of a surveying employee who has been on disability leave.

In response to an inquiry by Ms. Russell relative to the payment made to We Energies on page 4 of the check register, Ms. Larsen confirmed that the amount was the Commission's electric bill for one month. Mr. Yunker then explained that the heating, ventilation, and air conditioning system on the original building heats and cools using electricity, while the 1994 addition to the building uses natural gas for heating and electricity for air conditioning.

Ms. Russell inquired about the payment made to Xpedx on page 4 of the register. Ms. Larsen said that this was payment for paper stock used to primarily print the Regional Water Supply Plan.

There being no further questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 25<sup>th</sup> reporting period of 2010 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 25<sup>th</sup> reporting period of 2010 (copy attached to Official Minutes).

#### **2010 Reporting Period No. 26**

Ms. Larsen distributed copies of the Check Register for the 25<sup>th</sup> financial reporting period of 2010, December 6, 2010, to December 19, 2010.

In response to an inquiry by Ms. Russell relative to the payment listed on page 4 of the register to Plastics Unlimited, Ms. Larsen indicated that the payment was for comb bindings which are used on all Commission publications.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Bakke, and carried unanimously, the Commission disbursements for the 26<sup>th</sup> reporting period of 2010 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 26<sup>th</sup> reporting period of 2010 (copy attached to Official Minutes).

#### **2011 Reporting Period No. 1**

Ms. Larsen distributed copies of the Check Register for the 1<sup>st</sup> financial reporting period of 2011, December 20, 2010, to January 2, 2011.

In response to an inquiry by Ms. Russell relative to the payment listed on page 1 of the register to the Association of Metropolitan Planning Organizations (AMPO), Ms. Larsen indicated that the payment was for membership dues to the AMPO. Mr. Yunker explained that the AMPO is the transportation advocate for metropolitan planning organizations and is committed to enhancing MPOs' abilities to improve metropolitan transportation systems.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 1<sup>st</sup> reporting period of 2011 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 1<sup>st</sup> reporting period of 2011 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 2, 2011**

Copies of the Statement of Projected Revenues and Expenditures for the period ending January 2, 2011, were distributed for Committee review. Chair Greene 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, and no attempt was made to show actual expenditures or to project expenditures for the year given this very short period of time. 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 2010. With respect to Federal and State revenues, all of the revenues expected from the Federal Highway Administration, the Wisconsin Department of Transportation, and the Wisconsin Department of Administration have been secured. Revenues remain to be secured from the Federal Transit Administration and the Wisconsin Department of Natural Resources for the Water Quality Planning Program. 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 planning program areas of 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 \$65,860 identified in the service agreement column attributed to the building program represents the rent to be paid in 2011 by the Commission's tenant, ProHealth Care Medical Associates, Inc.
3. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2009 financial audit. These accounts will be adjusted upon completion of the audit for 2010.
4. The Commission had on hand as of January 2, 2011, approximately \$2.65 million. This includes about \$70,000 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 0.19 percent interest and three money market accounts at local banks.

On a motion by Mr. Schmidt, seconded by Mr. Dwyer, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 2, 2011, was accepted to be placed on file (copy attached to Official Minutes).

**CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there was no correspondence to be brought to the attention of the Committee, but made several announcements on ongoing Commission business.

Mr. Yunker stated that the tenant's current lease, which ends on March 31, 2011, had been extended for one more year with no change to the annual rate of \$65,860, and will expire on March 31, 2012. He stated that the staff continues to work with ProHealthcare Medical Associates to put in place a new lease.

Mr. Yunker stated that the Commission's annual financial audit will be completed in June or July rather than, as in the recent past, within the first quarter as the Commission is no longer required to submit the audit report to the bondholder of the building by March 31<sup>st</sup>.

Mr. Yunker noted Commission staff is continuing to work on the following issues: evaluation of banking services, evaluation of a deductible health insurance option, validation of dependents listed on an employee's health insurance application, and the evaluation of potential charges for selected Commission service information requests.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:13 p.m. on a motion by Mr. Schmidt, seconded by Ms. Russell, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director

KRY/dad  
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Attachments