

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**ADMINISTRATIVE COMMITTEE**

Thursday, February 17, 2011

1:34 p.m.

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

Present:

Excused:

Committee Members:

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

William R. Drew  
John F. Weishan, Jr.

Staff:

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

Executive Director  
Business Manager  
Executive Secretary

**ROLL CALL**

Chair Greene called the meeting to order at 1:34 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted that Mr. Drew and Mr. Weishan had asked to be excused.

**APPROVAL OF MINUTES OF JANUARY 20, 2011, MEETING**

Chair Greene asked if there were any changes or additions to the January 20, 2011, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on January 20, 2011, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

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

### **2011 Reporting Period No. 2**

Ms. Larsen distributed copies of the Check Register for the 2nd financial reporting period of 2011, January 3, 2011, to January 16, 2011.

In response to an inquiry by Ms. Russell relative to the payment listed on page 1 of the register to the Association of Wisconsin Regional Planning Commissions (AWRPC), Ms. Larsen stated that the payment was for the year 2011 dues. Mr. Yunker noted the nine Wisconsin Regional Planning Commissions work together as the AWRPC on regional planning issues and concerns.

Ms. Russell then inquired about the amount paid to the ExxonMobile Card Services amount listed on page 2 of the register. Ms. Larsen indicated that the payment was for gasoline purchased during the month of January for the Commission's eight vehicles.

Ms. Russell also inquired about the payment made to Terminal-Andrae, Inc. listed on page 4 of the register. Ms. Larsen explained that this vendor maintains and repairs the heating, ventilation and air conditioning (HVAC) system in the Commission building and had repaired a faulty thermostat.

On the same page of the check register, Ms. Russell inquired about the higher than usual payment amount for postage. In response, Ms. Larsen explained that the higher amount was for mailing expenses incurred for the distribution of SEWRPC Planning Report No. 52, *A Regional Water Supply Plan for Southeastern Wisconsin*. Mr. Yunker further noted that these reports were recently mailed to counties, cities, towns, and water utilities in the Southeastern Wisconsin Region.

There being no further questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 2nd reporting period of 2011 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 2nd reporting period of 2011 (copy attached to Official Minutes).

### **2011 Reporting Period No. 3**

Ms. Larsen distributed copies of the Check Register for the 3rd financial reporting period of 2011, January 17, to January 30, 2011.

In response to an inquiry by Ms. Russell relative to the payment listed on page 2 of the register to Commission staff member, Mr. Christopher T. Hiebert, for travel expenses, Ms. Larsen stated that the payment was for Mr. Hiebert's hotel and meal expenditures incurred while attending the annual Transportation Research Board (TRB) meeting. Mr. Yunker then explained that Mr. Hiebert has been a long-time member of the TRB and serves on the Planning and Applications Committee.

In response to an inquiry by Mr. Stroik relative to the payment listed on page 4 of the register to the Wisconsin Department of Revenue, Ms. Larsen stated that this payment was to the State of Wisconsin for payroll withholding taxes.

Mr. Buestrin then inquired about the payment listed on page 2 of the register to Four Seasons Landscape Maintenance. Ms. Larsen stated that the payment was for snow removal and salting of the Commission parking lot and sidewalks during the month of January.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 3rd reporting period of 2011 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 3rd reporting period of 2011 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 30, 2011**

Copies of the Statement of Projected Revenues and Expenditures for the period ending January 30, 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 represented about 10 percent of the new calendar year. 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 2011 Overall Work Program approved late in 2010. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of \$925,000. This is a typical pattern encountered in the early stages in carrying out the Commission's annual work program. The surplus will decline throughout the year.
2. No changes were made to the service agreement revenues.
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 30, 2011, approximately \$4.67 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. Bakke, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 30, 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 announcements concerning ongoing Commission business.

Mr. Yunker indicated that Ms. Larsen had been contacted by The Bank of New York Mellon, concerning the final bond payment. Ms. Larsen stated that there is a two week period between the maturity of the bonds and the bond indenture date. The Bank of New York Mellon, offered to invest the bonds during that two week period. After a brief discussion, it was determined to not incur any risk and waive the investment option offered.

Mr. Yunker then asked the Commissioners for their thoughts on the proposed State budget repair bill. A short discussion ensued after which Chair Greene suggested that this topic could be further discussed at a future meeting as more information becomes available.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:34 p.m. on a motion by Ms. Russell, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director

KRY/dad  
#155917 v2 - AdminFeb11MinAttachments