

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, July 21, 2011

1:34 p.m.

SEWRPC Office Building
Commissioners' Conference Room
W239 N1812 Rockwood Drive
Waukesha, Wisconsin 53187-1607

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
Gustav W. Wirth, Jr.

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 for the record Mr. Weishan had asked to be excused.

APPROVAL OF MINUTES OF JUNE 30, 2011, MEETING

Chair Greene asked if there were any changes or additions to the June 30, 2011, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Dwyer, and carried unanimously, the minutes of the Administrative Committee meeting held on June 30, 2011, were approved as published.

APPROVAL OF DISBURSEMENTS

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

2011 Reporting Period No. 14

Ms. Larsen distributed copies of the Check Register for the 14th financial reporting period of 2011, June 20, to July 3, 2011.

There being no questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Bakke, and carried unanimously, the Commission disbursements for the 14th reporting period of 2011 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 14th reporting period of 2011 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JULY 3, 2011

Copies of the Statement of Projected Revenues and Expenditures for the period ending July 3, 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 50 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries remain unchanged from the report presented at the June meeting.
2. The Service Agreement Revenues remain unchanged from the report presented at the June meeting.
3. The liability and reserve accounts reported on the Statement have been adjusted to reflect the findings of the 2010 financial audit.
4. The Commission had on hand as of July 3, 2011, approximately \$4.30 million. This includes about \$82,000 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 0.11 percent interest and four money market accounts at various local banks.
5. The current projected surplus as of July 3, 2011, is estimated at \$336,000. However, as noted in the statement, the surplus does not account for budgeted expenditures not yet incurred in 2011. These include the business insurance renewal and replacement of aging equipment. With these expenditures, the estimated year end surplus would be less than \$150,000.

In response to Ms. Greene's and Mr. Bakke's inquiries, Mr. Yunker stated that the Commission had recently closed a money market account at Legacy Bank due to the Bank closing and reorganizing under Seaway Bank and Trust based out of Chicago, IL.

In response to an inquiry by Mr. Dwyer, Ms. Larsen stated that the Local Government Investment Pool (LGIP) has a current balance of \$2.2 million. Mr. Yunker noted that the LGIP is used for the Commission's cash flow purposes and has a fluctuating balance, thus the total is not shown on the

statement. In response to an inquiry by Mr. Bakke relative to the reason why there was an odd balance amount listed for the Johnson Bank money market account, Ms. Larsen stated that monies had been transferred from that account to the Commission's checking account.

There being no further inquiries and discussion, on a motion by Mr. Schmidt, seconded by Mr. Bakke, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending July 3, 2011, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there was no correspondence, but there were several announcements to be brought to the attention of the Committee.

Ms. Larsen then asked the Committee members how their respective Counties will address the recently signed concealed carry bill. Ms. Russell stated that Walworth County will post signage prohibiting concealed and open carry weapons at prominent locations near all entrances of the Walworth County buildings and grounds. Ms. Greene stated that all Kenosha County buildings will also post such signage. Mr. Yunker noted the staff's reviewing the extent of liability of the Commission if there is signage. He then stated that the staff is looking for guidance on how to proceed regarding the concealed carry bill once it goes into effect on November 1, 2011.

Ms. Larsen stated that staff contributions to the Wisconsin Retirement System will start on August 1st, and must be deducted from employee payroll checks as close to August 25th as possible. The Commission will make the first deduction on the August 19th paycheck, which covers the payroll period of August 1, 2011, through August 14, 2011.

Ms. Larsen stated the lease agreement with Milwaukee County for the satellite office at the Milwaukee County City Campus Building has been received. The six month lease agreement is at a cost of \$13 per square foot, with a monthly rental amount of \$758.33. After the six months, the lease continues on a month-to-month basis. The lease includes utilities, furniture, and janitorial service, but does not include phone or data lines. The lease agreement will be brought to the Administrative Committee for approval at a future meeting.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:02 p.m. on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/dad
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Attachments