

**MINUTES**  
**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**  
**ADMINISTRATIVE COMMITTEE**

Thursday, February 14, 2013

1:30 p.m.

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

Present:

Excused:

Committee Members:

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

William R. Drew

Staff:

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

Executive Director  
Business Manager  
Executive Secretary

**ROLL CALL**

Chairman Dwyer called the meeting to order at 1:30 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted for the record that Mr. Drew had asked to be excused.

**APPROVAL OF MINUTES OF JANUARY 24, 2013, MEETING**

Chairman Dwyer asked if there were any changes or additions to the January 24, 2013, meeting minutes.

On a motion by Mr. Bakke, seconded by Mr. Schmidt and carried unanimously, the minutes of the Administrative Committee meeting held on January 24, 2013, were approved as published.

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## **APPROVAL OF DISBURSEMENTS**

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

### **2013 Reporting Period No. 2**

Ms. Larsen distributed copies of the Check Register for the 2<sup>nd</sup> financial reporting period of 2013, December 31, 2012 to January 13, 2013.

In response to an inquiry by Ms. Russell, relative to a portion of the payment on page 1 to Central Office Systems, Corp., Ms. Larsen stated that this payment was for the purchase of a new color copier/scanner which replaced an aging black and white copier/scanner that is used by the Commission staff.

In response to an inquiry by Ms. Russell, relative to payment on page 2 to Public Policy Forum, Ms. Larsen stated that this payment was for the 2013 annual dues.

There being no further questions or comments, on a motion by Ms. Greene, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 2<sup>nd</sup> reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 2<sup>nd</sup> reporting period of 2013 (copy attached to Official Minutes).

### **2013 Reporting Period No. 3**

Ms. Larsen distributed copies of the Check Register for the 3<sup>rd</sup> financial reporting period of 2013, January 14 to January 27, 2013.

In response to an inquiry by Ms. Russell, relative to payment on page 1 to Cap Connection, LLC, Ms. Larsen stated that this payment was for the purchase of a truck cap to be installed on the bed of the recently purchased 2013 Chevy Silverado truck. She then noted that the truck cap is necessary to properly and safely store the Commission land surveying equipment.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 3<sup>rd</sup> reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 3<sup>rd</sup> reporting period of 2013 (copy attached to Official Minutes).

## **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 27, 2013**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 3 ending January 27, 2013, were distributed for Committee review. Chairman 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 represented about 10 percent of the new calendar year. She then called attention to the following items:

1. The projection of expenditures through the end of the year compared with the budgeted revenues, as approved in the 2013 Overall Work Program, indicates a surplus of \$723,000. This is a typical

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pattern encountered in the early stages in carrying out the Commission's annual work program. The surplus will decline throughout the year.

2. The Federal and State revenue entries remain unchanged from the report presented at the January meeting.
3. The Service Agreement Revenues remain unchanged from the report presented at the January meeting.
4. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2011 financial audit. These accounts will be adjusted upon completion of the audit for 2012.
5. The Commission had on hand as of January 27, 2013, nearly \$4.1 million. This includes about \$19,550 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 0.18 percent interest, and various money market accounts.

There being no inquiries or discussion, on a motion by Ms. Greene, seconded by Ms. Russell, and carried unanimously, the Statement of Projected Revenues and Expenditures for January 27, 2013, was accepted to be placed on file (copy attached to Official Minutes).

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there was no correspondence or announcements.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 1:58 p.m. on a motion by Mr. Wirth, seconded by Ms. Greene, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director

KRY/EAL/dad  
AdminFeb13Min (#209866)

Attachments