

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, January 22, 2009

1:30 p.m.

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

Present:

Excused:

Committee Members:

Adelene Greene, Chair  
James T. Dwyer, Vice-Chairman  
Thomas H. Buestrin  
William R. Drew  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Richard A. Hansen  
Michael J. Miklasevich  
Nancy Russell

Staff:

Kenneth R. Yunker  
Loretta Watson

Executive Director  
Executive Secretary

#### ROLL CALL

Chair Greene called the meeting to order at 1:35 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted for the record that Commissioners Hansen, Miklasevich, and Russell had asked to be excused.

#### APPROVAL OF MINUTES OF NOVEMBER 20, 2008, MEETING

On a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on November 20, 2008, were approved as published.

#### APPROVAL OF DISBURSEMENTS

Chair Greene asked Mr. Yunker to review with the Committee the recent disbursements.

**2008 Reporting Period No. 24**

Mr. Yunker distributed copies of the Check Register for the 24<sup>th</sup> financial reporting period of 2008, November 11 to November 23, 2008.

There being no discussion, 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 2008 were approved.

Chair Greene, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 24<sup>th</sup> reporting period of 2008 (copy attached to Official Minutes).

**2008 Reporting Period No. 25**

Mr. Yunker distributed copies of the Check Register for the 25<sup>th</sup> financial reporting period of 2008, November 24 to December 7, 2008.

There being no discussion, on a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 25<sup>th</sup> reporting period of 2008 were approved.

Chair Greene, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 25<sup>th</sup> reporting period of 2008 (copy attached to Official Minutes).

**2008 Reporting Period No. 26**

Mr. Yunker distributed copies of the Check Register for the 26<sup>th</sup> financial reporting period of 2008, December 8 to December 21, 2008.

There being no discussion, on a motion by Mr. Schmidt, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 26<sup>th</sup> reporting period of 2008 were approved.

Chair Greene, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 26<sup>th</sup> reporting period of 2008 (copy attached to Official Minutes).

**2009 Reporting Period No. 1**

Mr. Yunker distributed copies of the Check Register for the 1<sup>st</sup> financial reporting period of 2009, December 22 to January 4, 2009.

There being no discussion, on a motion by Mr. Dwyer, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 1<sup>st</sup> reporting period of 2009 were approved.

Chair Greene, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 1<sup>st</sup> reporting period of 2009 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES  
FOR PERIOD ENDING JANUARY 4, 2008**

Copies of the Statement of Projected Revenues and Expenditures for the period ending January 4, 2009, were distributed for Committee review. Chair Greene asked Mr. Yunker 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, Mr. Yunker commented that the period covered represented only the first two days of the calendar year. No attempt was made to show expenditures for those two days 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. He 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 2008. With respect to Federal and State revenues, all of the revenues expected from the Federal Highway Administration and Wisconsin Department of Transportation have been secured. Federal revenues remain to be secured from the Federal Transit Administration, and State water quality and coastal zone management revenues remain to be secured. This is a normal situation early in the year and no problems are anticipated in securing the additional 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 \$70,090 identified in the service agreement column attributed to the building program represents the rent to be paid in 2009 by the Commission's tenant, Medical Associates, Inc., under a multi-year rental arrangement. That arrangement ends in 2009 with the tenant having two successive one-year renewal options available for calendar years 2009 and 2010. On December 30, 2008, Medical Associates, Inc. executed the one-year renewal option for 2009.
3. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2007 financial audit. These accounts will be adjusted upon completion of the audit for 2008. It is expected that the 2008 audit will be ready for presentation at the March 26 Administrative Committee meeting.
4. The Commission had on hand as of January 4, 2009, about \$2.3 million. This includes about \$74,000 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 1.29 percent interest; in several certificates of deposit; and in savings and checking accounts at Johnson Bank.

A brief discussion then ensued. In response to an inquiry by Mr. Stroik, Mr. Yunker indicated that historically Federal Highway Administration funding is approved prior to the next calendar year and Federal Transit Administration funding is not approved until about three months into the calendar year. In response to a question by Mr. Wirth, Mr. Yunker responded that by in large all Federal Highway Administration, Federal Transit Administration, Wisconsin Department of Transportation, and Wisconsin Department of Natural Resources funding programmed for calendar year 2008 was received by the Commission.

[Secretary's Note: The only exception was that \$174,000 was received from the Wisconsin Department of Natural Resources, \$6,000 less than the programmed \$180,000.]

In response to an inquiry by Ms. Greene, Mr. Yunker responded that the difference between total revenues and budget revenues was a result of the total revenue reflecting more up-to-date figures approved in the Commission's 2009 Overall Work Program in September and the budget figures identifying what was approved three months earlier in June in the budget. In response to a question by Mr. Dwyer, Mr. Yunker stated that the cash on hand varies substantially as revenues are received at times in lump sums, and cash on hand currently is similar to that of previous years. In response to a question by Mr. Wirth, Mr. Yunker stated that a Secretary's Note would be included in the Minutes which would indicate the remaining payments that the Commission has for the Rockwood Drive office building.

[Secretary's Note: The following summarizes the current status of the retirement of the debt on the Rockwood Drive building:

1. The original bond issue provided for repayment of a \$3.0 million debt over a 20 year period beginning in 2002 and extending through 2021. The issue also provided that at the Commission's option, it could choose to retire all remaining debt at the end of ten years without penalty.
2. By the end of 2007, the Commission had placed in a special account with the bond trustee--The Bank of New York Mellon--sufficient funds to retire the scheduled ten years of debt over the period 2012 through 2021. The remaining debt at that time totals \$1.96 million.
3. On April 24, 2008, the Commission determined to pre-fund the remaining principal amount over the period 2009 through 2011. At that time, an additional \$405,000 was placed with the bond trustee in a separate account.
4. Consequently, what remains to be paid to the trustee are the interest payments for the years 2009 through 2011. In accordance with the terms of the agreement, the 2009 interest payment in the amount of \$113,968 was transmitted to the bond trustee before the end of 2008. An additional payment for 2010 interest in the amount of \$108,136 is scheduled to be made to the bond trustee in December 2009. The last payment to the bond trustee is scheduled to be made in December 2010, that being for interest in the amount of \$101,948.]

Following that discussion, 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 4, 2009, was accepted to be placed on file (copy attached to Official Minutes).

## **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that snow removal this winter has been challenging but has largely been completed in a satisfactory manner. A problem was experienced in the InvestorsBank overflow lot used by the Commission's tenant, Medical Associates, Inc. The Commission has historically reimbursed InvestorsBank's contractor for snow removal in that lot; however, the contractor did not plow that lot in the first two snowstorms of this winter. He stated that the staff arranged with InvestorsBank to have our contractor do snow removal of that lot. Mr. Yunker added that snow removal on walks and around Commission vehicles has been a challenge for our staff and the staff would recommend that we obtain a snow blower to keep the walks clean, particularly for our tenant.

A brief discussion ensued. Mr. Dwyer indicated that by having the Commission's contractor do the snow removal of the InvestorsBank parking lot, the Commission may have increased liability for any snow-related accidents that occur in that lot.

[Secretary's Note: The Commission's insurance coverage explicitly includes coverage for accidents and liabilities that may result from the Commission's use of the InvestorsBank parking lot.]

Mr. Yunker indicated that the principal users of the InvestorsBank parking lot were employees of Medical Associates. He stated that he and the Commission's Business Manager would be meeting with Medical Associates to determine whether snow removal was now being accomplished satisfactorily and as well to inquire whether they may prefer to park instead in a portion of the Commission's parking lot. With the reconstruction of the Commission's parking lot, the Commission should have adequate capacity for staff, visitors, meeting attendees, and for Medical Associates staff and clients.

## **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:05 p.m. on a motion by Mr. Stroik, seconded by Mr. Dwyer, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary

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Attachments