

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, February 25, 2010

1:34 p.m.

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

Present:

Excused:

Committee Members:

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

Richard A. Hansen  
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 declared present. Mr. Yunker noted for the record that Commissioners Hansen, and Weishan had asked to be excused.

#### APPROVAL OF MINUTES OF JANUARY 21, 2010 MEETING

Chair Greene asked if there were any changes or additions to the January 21, 2010, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on January 21, 2010, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

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

### **2010 Reporting Period No. 2**

Ms. Larsen distributed copies of the Check Register for the 2nd financial reporting period of 2010, January 4 to January 17, 2010.

In response to an inquiry by Mr. Dwyer, Ms. Larsen indicated that the payment listed on page 3 of the register to the University of Wisconsin Extension was the fourth quarter payment for Mr. Gary Korb's services. Mr. Korb is a contract employee with the University of Wisconsin and is instrumental in providing public involvement, outreach, and educational services for the Commission.

In response to an inquiry by Ms. Russell, Ms. Larsen indicated that the payment listed on page 1 of the register to Hunter & Sommers, LLC was payment for legal services provided to the Commission.

In response to a second inquiry by Ms. Russell, Ms. Larsen indicated that the payment listed on page 4 of the register to WDC (Wisconsin Deferred Compensation Program) is a supplemental retirement savings program administered through the State of Wisconsin and authorized under Section 457 of the Internal Revenue Code. Commission employees may choose to invest pre-tax dollars into this program. The Commission does not contribute toward this program on behalf of the employee.

In response to an inquiry by Mr. Dwyer, Ms. Larsen indicated that the payment listed on page 4 of the register to Zeppos & Associates, Inc. is for the Pewaukee Consolidation study. Ms. Larsen stated that the Commission is acting as the facilitator and fiscal agent for the City and Village of Pewaukee.

There being no further questions or discussion, on a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 2nd reporting period of 2010 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 2nd reporting period of 2010 (copy attached to Official Minutes).

### **2010 Reporting Period No. 3**

Ms. Larsen distributed copies of the Check Register for the 3rd financial reporting period of 2010, January 18 to January 31, 2010.

In response to an inquiry by Ms. Russell, Ms. Larsen indicated that the payment made to Four Seasons Landscape Maintenance on page 2 of the register, was for snow removal for the month of January 2010.

There being no further questions or discussion, on a motion by Mr. Schmidt, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 3rd reporting period of 2010 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 3rd reporting period of 2010 (copy attached to Official Minutes).

#### **2010 Reporting Period No. 4**

Ms. Larsen distributed copies of the Check Register for the 4th financial reporting period of 2010, February 1 to February 14, 2010.

In response to an inquiry by Ms. Russell relative to payment made to ESRI, Ms. Larsen indicated that the payment was for a one year software contract for maintenance and upgrades of four ArcGIS software programs.

There being no further questions or discussion, on a motion by Mr. Dwyer, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 4th reporting period of 2010 were approved.

Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 4th reporting period of 2010 (copy attached to Official Minutes).

#### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING FEBRUARY 14, 2010**

Copies of the Statement of Projected Revenues and Expenditures for the period ending February 14, 2010, 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. Ms. Larsen commented that the period covered represented about 15 percent of the new calendar year. She then called attention to the following items:

1. The revenue entries on the Statement reflect the budgeted amounts set forth in the Commission's Overall Work Program approved late in 2009. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus approaching \$400,000. This is a typical pattern encountered in the early stages in carrying out the Commission's annual work program. The surplus can be expected to decline throughout the year.
2. The liability, operating, and reserve accounts reported on the Statement continue to reflect the findings of the 2008 financial audit. These accounts will be adjusted upon completion of the audit for 2009. It is expected that the 2009 audit will be ready for presentation at the March 25th Administrative Committee meeting.
3. The Commission had on hand as of February 14, 2010, slightly over \$4 million. This includes about \$51,520 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 0.2 percent interest; a certificate of deposit; and two money market accounts at local banks. Recently, a three-month Certificate of Deposit was opened through Commerce State Bank.

There being no further inquiries or 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 February 14, 2010, was accepted to be placed on file (copy attached to Official Minutes).

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there were no announcements or correspondence to be brought to the attention of the Committee.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:26 p.m. on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary

KRY/dad  
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Attachments