

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**ADMINISTRATIVE COMMITTEE**

Thursday, April 20, 2017

1:30 p.m.

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

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman  
Nancy Russell, Vice-Chair  
Thomas H. Buestrin  
Charles L. Colman  
Michael A. Crowley  
Mike Dawson  
William R. Drew  
Aloysius Nelson  
Robert W. Pitts  
Daniel S. Schmidt  
David L. Stroik

Gustav W. Wirth, Jr.

Staff:

Michael G. Hahn	Executive Director
Kevin J. Muhs	Deputy Director
Elizabeth A. Larsen	Assistant Director - Administration

**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. Hahn noted for the record that Mr. Wirth had asked to be excused.

**APPROVAL OF MINUTES OF FEBRUARY 16, 2017, MEETING**

Chairman Dwyer asked if there were any changes or additions to the February 16, 2017, meeting minutes.

On a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on February 16, 2017, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

### **2017 Reporting Period No. 4**

Mr. Hahn distributed copies of the Check Register for the 4<sup>th</sup> financial reporting period of February 6, 2017, to February 19, 2017.

In response to an inquiry by Ms. Russell concerning a portion of the payment on page 1 to Cardmember Service, Ms. Larsen stated this amount was for computer hard drives and memory that were purchased through Amazon.com.

In response to an inquiry by Ms. Russell concerning payment on page 2 to Lustre-Cal Nameplate Corporation, Ms. Larsen stated this was for the purchase of sequentially numbered inventory tags. All Commission property and equipment is accounted for using these inventory tags.

In response to an inquiry by Ms. Russell concerning payment on page 4 to Wisconsin Deferred Compensation, Ms. Larsen stated that this is a voluntary program where employees are able to set aside a portion of their paycheck on a pre- or post-tax basis. This program is administered by Empower Retirement Services and offered to staff through the State of Wisconsin. The Commission, as an employer, does not contribute to this program.

In response to an inquiry by Mr. Colman concerning payment on page 2 to ExxonMobil Card Services, Ms. Larsen stated this payment represents gasoline purchases for the Commission's seven vehicles for the month of January 2017.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 4<sup>th</sup> reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 4<sup>th</sup> reporting period of 2017 (copy attached to Official Minutes).

### **2017 Reporting Period No. 5**

Ms. Larsen distributed copies of the Check Register for the 5<sup>th</sup> financial reporting period of February 20, 2017, to March 5, 2017.

In response to an inquiry by Ms. Russell concerning payment on page 1 to BPI Color, Ms. Larsen stated this payment was for the purchase of plotter paper.

In response to an inquiry by Ms. Russell concerning the payment on page 2 to Kenosha News, Ms. Larsen stated this is the annual subscription renewal to the newspaper.

In response to an inquiry by Ms. Russell concerning payment on page 4 to Wolter Power Systems, Ms. Larsen stated this was for semi-annual maintenance performed on the Commission's generator.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 5<sup>th</sup> reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 5<sup>th</sup> reporting period of 2017 (copy attached to Official Minutes).

**2017 Reporting Period No. 6**

Ms. Larsen distributed copies of the Check Register for the 6<sup>th</sup> financial reporting period of March 6, 2017, to March 19, 2017.

In response to an inquiry by Ms. Russell concerning payment on page 1 to Global Cogo, Inc., Ms. Larsen stated that Mr. Earl Burkholder, owner of Global Cogo, Inc., was asked to review for accuracy the Commission's Technical Report Number 50, *Conversion of Horizontal Control Survey Network in Kenosha County from Legacy Datum to New Federal Datum*.

In response to an inquiry by Ms. Russell concerning a portion of the payment on page 1 to Cardmember Service, Ms. Larsen stated this amount represents the travel expenses incurred for Mr. Burkholder's trip to the Commission office.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 6<sup>th</sup> reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 6<sup>th</sup> reporting period of 2017 (copy attached to Official Minutes).

**2017 Reporting Period No. 7**

Ms. Larsen distributed copies of the Check Register for the 7<sup>th</sup> financial reporting period of March 20, 2017, to April 2, 2017.

In response to an inquiry by Ms. Russell concerning payment on page 1 to ESRI, Inc., Ms. Larsen stated this payment was for the renewal of the ArcGIS software licenses for 48 users on the Commission staff.

In response to an inquiry by Ms. Russell concerning payment on page 3 to PROS Consulting, Inc., Ms. Larsen stated this payment was for the Milwaukee County Parks Master Plan where the Commission is acting as the fiscal agent for Milwaukee County in the conduct of this Plan.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 7<sup>th</sup> reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 7<sup>th</sup> reporting period of 2017 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING APRIL 2, 2017**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 7 ending on April 2, 2017, 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 just over 25 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries on the Statement remain unchanged from the report presented at the February meeting.
2. The service agreement revenues remain unchanged from the report presented at the February meeting.
3. The projection of expenditures through the end of the year compared with the budgeted revenues, as approved in the 2017 Overall Work Program, indicates a surplus of \$865,000 for the continuing program projects. This is a typical pattern encountered in the early stages of carrying out the Commission's annual work program. The surplus will decline throughout the year. The surplus may be expected to decline to less than \$150,000 throughout the year with the payment of items such as the payment to the City of Pewaukee for the payment in lieu of taxes, business insurance and audit, replacement equipment, and automobile replacement.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2015 financial audit. These accounts will be adjusted upon completion of the audit for 2016.
5. The Commission had on hand as of April 2, 2017, approximately \$6.47 million. This includes about \$239,590 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 0.61 percent interest, and various money market accounts.

There being no further inquiries or discussion, on a motion by Mr. Crowley, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending April 2, 2017, was accepted to be placed on file (copy attached to Official Minutes).

#### **UPDATE ON BASEMENT LEAK REPAIR**

Ms. Larsen informed the Committee that staff had accepted and signed a contract with Masonry Restoration, to address the water leak problem in the basement.

Ms. Larsen noted that Masonry Restoration has indicated that work would start in early April. She is now working to determine a revised start date.

#### **CORRESPONDENCE AND ANNOUNCEMENTS**

Chairman Dwyer asked Mr. Hahn if there were any correspondence or announcements.

Mr. Hahn noted there was no correspondence to report and then noted that at the May Administrative Committee meeting, the 2018 Budget will be brought for consideration and for recommendation to the Full Commission at the June meeting. He further noted that this will be the 12<sup>th</sup> straight year of no increase to the local tax levy request.

Mr. Hahn then stated that Chairman Colman will need to appoint an Ad Hoc Committee to review proposed annual Commission staff salary adjustments. Mr. Colman stated that he will contact Commissioners to determine their interest and availability to serve on the Committee.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 1:41 p.m. on a motion by Mr. Stroik, seconded by Ms. Russell, and carried unanimously.

Respectfully submitted,

Michael G. Hahn  
Deputy Secretary

JTD/MGH/EAL/dd  
#237110

Attachments