

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, January 25, 2018

1:30 p.m.

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

Present:

Excused: None

Committee Members:

James T. Dwyer, Chairman
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.

APPROVAL OF MINUTES OF NOVEMBER 16, 2017, MEETING

Chairman Dwyer asked if there were any changes or additions to the November 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 November 16, 2017, were approved as published.

APPROVAL OF DISBURSEMENTS

2017 Reporting Period No. 23

Ms. Larsen distributed copies of the Check Register for the 23rd financial reporting period of October 30, 2017, to November 12, 2017.

In response to an inquiry by Mr. Colman concerning payment to El Conquistador Latino News, Inc., (page 1), Ms. Larsen stated this was payment for the placement of the Commission's Disadvantaged Business Enterprise Program goals in both English and Spanish.

In response to an inquiry by Mr. Colman concerning payment to Nassco, Inc., (page 3), Ms. Larsen stated this payment was for the purchase of cleaning and restroom supplies.

In response to an inquiry by Mr. Colman concerning payment to Veritiv Operating Company (page 4), Ms. Larsen stated this payment was for the purchase of paper used for general office work and publications.

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 23rd reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 23rd reporting period of 2017 (copy attached to Official Minutes).

2017 Reporting Period No. 24

Ms. Larsen distributed copies of the Check Register for the 24th financial reporting period of November 13, 2017, to November 26, 2017.

In response to an inquiry by Mr. Colman concerning payment to Citilabs, Inc. (page 1), Ms. Larsen stated this payment was the annual license renewal for transportation modeling software.

In response to an inquiry by Mr. Colman concerning payment to Central Office Systems, Corp. (page 1), Ms. Larsen stated that a portion of this payment was for Commission publications printed on the print shop copiers while the payment amount of \$851 reflects usage charges for the first floor copier.

In response to an inquiry by Mr. Colman concerning payment to JF Ahern Company (page 2), Ms. Larsen stated that this payment was for the annual inspection of the 13 fire extinguishers located in the Commission building.

In response to an inquiry by Mr. Colman concerning payment to the National Society of Black Engineers (NSBE) (page 3), Ms. Larsen stated that staff attended the NSBE Region IV Fall Regional Conference and job fair held in Milwaukee in November 2017.

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 24th reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 24th reporting period of 2017 (copy attached to Official Minutes).

2017 Reporting Period No. 25

Ms. Larsen distributed copies of the Check Register for the 25th financial reporting period of November 27, 2017, to December 10, 2017.

In response to an inquiry by Mr. Colman concerning payment to Global Cogo, Inc. (page 1), Ms. Larsen stated Mr. Earl Burkholder was asked to assist staff in preparing a report concerning the need for the perpetuation of U.S. Public Land Survey System monuments within the Region. That report was published as Technical Report No. 59, *Report on the Possibility of Substitution of Coordinates for Monuments in Control Survey Preservation*, November 2017.

In response to an inquiry by Mr. Dwyer concerning payment to PROS Consulting, Inc. (page 2), Ms. Larsen stated this payment was for the Milwaukee County Parks Master Plan for which the Commission is acting as the fiscal agent for the County.

In response to an inquiry by Mr. Dwyer concerning payment to Terminal-Andrae, Inc. (page 3), Ms. Larsen stated this is payment to the electrician to repair building lighting fixtures.

In response to an inquiry by Mr. Colman concerning payment to Glenn Schaefer, P.E., PLS (page 3), Ms. Larsen stated that Mr. Schaefer was asked to assist staff in preparing a report concerning the need for the perpetuation of U.S. Public Land Survey System monuments within the Region. That report was published as Technical Report No. 59, *Report on the Possibility of Substitution of Coordinates for Monuments in Control Survey Preservation*, November 2017.

There being no further questions or comments, on a motion by Mr. Pitts, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 25th reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 25th reporting period of 2017 (copy attached to Official Minutes).

2017 Reporting Period No. 26

Ms. Larsen distributed copies of the Check Register for the 26th financial reporting period of December 11, 2017, to December 24, 2017.

In response to an inquiry by Mr. Crowley concerning payment to the City of Pewaukee (page 2), Ms. Larsen stated this payment represents the annual fire inspection fee.

In response to an inquiry by Mr. Colman concerning payment to the Milwaukee Yacht Club (page 3), Ms. Larsen stated this was payment for the Commission's annual recognition dinner for the Commissioners.

In response to an inquiry by Mr. Nelson concerning payment to Gold Star Cleaning, Inc. (page 2), Ms. Larsen stated this payment represents the building janitorial expense for one month.

In response to an inquiry by Mr. Nelson concerning payment to Sam's Club (page 4), Ms. Larsen stated this payment was for the purchase of miscellaneous supplies and the annual renewal of the membership dues.

There being no further questions or comments, on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 26th reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 26th reporting period of 2017 (copy attached to Official Minutes).

2018 Reporting Period No. 1

Ms. Larsen distributed copies of the Check Register for the 1st financial reporting period of December 25, 2017, to January 7, 2018.

In response to an inquiry by Mr. Colman concerning payment to the City of Pewaukee (page 1), Ms. Larsen stated this is the payment in lieu of taxes (PILOT) that is made annually to the City. The Commission agreed to make an annual PILOT to the City at the time the building was purchased.

In response to an inquiry by Mr. Colman concerning payment to the U.S. Geological Survey (page 1), Ms. Larsen stated this is a quarterly pass-through payment in support of the stream gaging program in the Region.

In response to an inquiry by Mr. Colman concerning payment to McTrans Center (page 2), Ms. Larsen stated this payment was for the license renewal of the Highway Capacity Software program that is used for traffic forecasting by the Commission's Transportation Division.

In response to an inquiry by Mr. Colman concerning payment to Terminal-Andrae, Inc. (page 3), Ms. Larsen stated this was payment to the electrician for the repair of a restroom exhaust fan and to repair outside lighting.

There being no further questions or comments, on a motion by Mr. Nelson, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 1st reporting period of 2018 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 1st reporting period of 2018 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 7, 2018

Copies of the Statement of Projected Revenues and Expenditures for reporting period 1 ending on January 7, 2018, 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 the beginning of the calendar year, and no attempt was made to show actual expenditures or to project expenditures for the year given this very short period of time. She 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 in November 2017. She noted that with respect to Federal and State Transportation Funds, a final approval letter securing these funds was received in January from the Wisconsin Department of Transportation (WisDOT). The Wisconsin Department of Administration revenue for the Coastal Management Program and the Wisconsin Department of Natural Resources revenue for the Water Quality Planning Program have also been secured.

2. With respect to service agreement revenues that support work activities in the planning program areas of 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 or are expected to be secured within the next few months. She noted that the \$71,518 in building program revenues identified in the service agreement column represents the rent to be paid in 2018 by the Commission's tenant, ProHealth Care, Inc. In May 2016, ProHealth renewed their lease through March 31, 2018, with a one year renewal option through March 31, 2019. In November 2017, ProHealth notified staff that they will exercise the one year renewal option through March 31, 2019.
3. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2016 financial audit. These accounts will be adjusted upon completion of the audit for 2017.
4. The Commission had on hand as of January 7, 2018, approximately \$4.83 million. This includes about \$223,840 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 1.21 percent interest, and various money market accounts.

In response to a question by Mr. Colman, Ms. Larsen noted that the SEWRPC column in the Statement includes the 2018 Tax Levy monies and SEWRPC Program Development funds to be used for the Chloride Impact Study.

There being no further inquiries or discussion, on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 7, 2018, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Dwyer asked Mr. Hahn if there were any correspondence or announcements. Mr. Hahn noted there was no correspondence or announcements.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:40 p.m. on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Michael G. Hahn
Deputy Secretary

JTD/MGH/EAL/dd
#240626
Attachments