

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, April 26, 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
William R. Drew
Aloysius Nelson
Robert W. Pitts
Daniel S. Schmidt
Gustav W. Wirth, Jr.

Mike Dawson
David L. Stroik

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 FEBRUARY 15, 2018, MEETING

Chairman Dwyer asked if there were any changes or additions to the February 15, 2018, meeting minutes. There were none.

On a motion by Mr. Nelson, seconded by Mr. Wirth, and carried unanimously, the minutes of the Administrative Committee meeting held on February 15, 2018, were approved as published.

APPROVAL OF DISBURSEMENTS

2018 Reporting Period No. 4

Ms. Larsen distributed copies of the Check Register for the 4th financial reporting period of February 5, 2018, to February 18, 2018.

In response to an inquiry by Mr. Nelson concerning a payment to Benjamin Johnson (page 2), with the description "Dependent Care Expenses," Ms. Larsen stated that employees may choose to enroll in a Dependent Care Reimbursement Account (DCRA) program which allows for employees to annually designate a pre-tax maximum of \$5,000 in child care expenses from their payroll. The employees submit receipts for child care payments and are then issued a Commission Accounts Payable check with that amount deducted from their individual DCRA account.

In response to an inquiry by Mr. Schmidt concerning a payment to De Witt Ross and Stevens Law Firm (page 1), Ms. Larsen stated this was payment for legal services concerning the City of Muskego Revolving Loan Fund.

In response to an inquiry by Mr. Colman concerning payment to PROS Consulting, Inc. (page 3), 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.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Pitts, and carried unanimously, the Commission disbursements for the 4th reporting period of 2018 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 4th reporting period of 2018 (copy attached to Official Minutes).

2018 Reporting Period No. 5

Ms. Larsen distributed copies of the Check Register for the 5th financial reporting period of February 19, 2018, to March 4, 2018.

In response to an inquiry by Mr. Crowley concerning payment to ESRI, Inc., (page 2) 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 Mr. Nelson concerning a payment to Michael Gosetti (page 2), with the description "Flexible Spending Account," Ms. Larsen stated that employees may choose to enroll in a Flexible Spending Account (FSA) program which allows for employees to annually designate a pre-tax maximum of \$2,500 in medical expenses from their payroll. The employees submit receipts for medical expense payments and are then issued a Commission Accounts Payable check with that amount deducted from their individual FSA account.

In response to an inquiry by Mr. Colman, Ms. Larsen indicated the payment to Avaya, Inc., (page 1), is payment for the annual maintenance of the Commission's telephone system. In response to an additional question by Mr. Colman, Ms. Larsen stated the Commission also has four telephone lines which are with AT&T. These POTS lines (plain old telephone lines) service the two elevators and the server room. The Commission also has four cellular telephones with Verizon Wireless.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 5th reporting period of 2018 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 5th reporting period of 2018 (copy attached to Official Minutes).

2018 Reporting Period No. 6

Ms. Larsen distributed copies of the Check Register for the 6th financial reporting period of March 5, 2018, to March 18, 2018.

In response to an inquiry by Mr. Colman concerning payment to CCC Technologies, Inc., (page 1), Ms. Larsen stated this payment was the balance due on the Avaya Telephone System software upgrade.

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 6th reporting period of 2018 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 6th reporting period of 2018 (copy attached to Official Minutes).

2018 Reporting Period No. 7

Ms. Larsen distributed copies of the Check Register for the 7th financial reporting period of March 19, 2018, to April 1, 2018.

In response to an inquiry by Mr. Crowley concerning payment to Jerry's Automotive Service, Inc. (page 2), Ms. Larsen stated a portion of this payment was to replace the battery, starter, and tires on the 2012 Chevrolet Traverse.

In response to an inquiry by Mr. Nelson concerning payment to Four Season's Landscape Maintenance (page 1), Ms. Larsen stated this payment was for plowing and salting the parking lot, and to put mulch around the Commission building.

There being no further questions or comments, on a motion by Mr. Colman, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 7th reporting period of 2018 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 7th reporting period of 2018 (copy attached to Official Minutes).

2018 Reporting Period No. 8

Ms. Larsen distributed copies of the Check Register for the 8th financial reporting period of April 2, 2018, to April 15, 2018.

In response to an inquiry by Mr. Dwyer concerning payment to Leticia Jimenez (page 2), Ms. Larsen stated this was payment for the Spanish translation of the Regional Housing Plan brochure, and the SEWRPC general information brochure.

In response to an inquiry by Mr. Colman concerning payment to MIT Professional Education (page 2), Ms. Larsen stated this was payment for Gom Ale, Principal Transportation Planner, to attend a weeklong transportation modeling course at the Massachusetts Institute of Technology.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 8th reporting period of 2018 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 8th reporting period of 2018 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING APRIL 15, 2018

Copies of the Statement of Projected Revenues and Expenditures for reporting period 8 ending on April 15, 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 represented just under 30 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 under program area remain unchanged from the report presented at the February meeting. The service agreement revenues with respect to the Chloride Impact Study have been adjusted to reflect the addition of MMSD and WDNR funding
3. The projection of expenditures through the end of the year compared with the budgeted revenues, as approved in the 2018 Overall Work Program, indicates a surplus of \$436,000 for the continuing program projects. The surplus is expected to decline throughout the year with the payment of items such as the payment in lieu of taxes to the City of Pewaukee and payments for 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 2016 financial audit. These accounts will be adjusted upon completion of the audit for 2017.
5. The Commission had on hand as of April 15, 2018, approximately \$4.73 million. This includes about \$134,250 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 1.55 percent interest and various certificate of deposit accounts.

There being no additional inquiries or discussion, on a motion by Mr. Pitts, seconded by Mr. Crowley, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending April 15, 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 but then announced that Chairman Colman will need to appoint an Ad Hoc Committee to review proposed annual Commission staff salary adjustments. Mr. Colman asked that in addition to himself, the following Commissioners serve on the Committee: Buestrin, Crowley, Dwyer, Schmidt, Stroik, and Wirth. The Committee will meet at 12:30 p.m. prior to the Administrative and Executive Committee meeting on May 24, 2018.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:50 p.m. on a motion by Mr. Wirth, seconded by Mr. Crowley, and carried unanimously.

Respectfully submitted,

Michael G. Hahn
Deputy Secretary

JTD/MGH/EAL
#242363
Attachments