

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, April 18, 2019

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
Aloysius Nelson
Robert W. Pitts
Nancy Russell
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

Staff:

Kevin J. Muhs	Executive Director
Benjamin R. McKay	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 21, 2019, MEETING

Chairman Dwyer asked if there were any changes or additions to the February 21, 2019, meeting minutes. There were none.

On a motion by Mr. Nelson, seconded by Mr. Dawson, and carried unanimously, the minutes of the Administrative Committee meeting held on February 21, 2019, were approved as published.

APPROVAL OF DISBURSEMENTS

2019 Reporting Period No. 4

Ms. Larsen distributed copies of the Check Register for the 4th financial reporting period of February 4, 2019, to February 17, 2019.

Mr. Dwyer, in looking at the cost of Advanced Disposal Services, inquired if the Commission has an option to select a different waste removal company. Ms. Larsen stated she would look into this with the City of Pewaukee and reflect the answer in the minutes.

Secretary's Note: [Ms. Larsen reviewed the service contract with Advanced Disposal, which expires in July 2020. The contract may be terminated 60 to 120 days prior to the termination date. Staff will obtain a waste removal quote from at least one other vendor at that time.]

In response to an inquiry by Ms. Russell concerning payment to The Daily News (page 1), Ms. Larsen stated this payment was for the annual renewal of the West Bend Daily News. This check has been voided and payment was re-issued to Conley Media, LLC, on March 8, 2019.

In response to a second inquiry by Ms. Russell concerning payment to Lindenmeyr Munroe (page 2), Ms. Larsen stated this payment was for the purchase of paper which staff uses in printing Commission reports, publications, and daily work assignments.

In response to a final inquiry by Ms. Russell concerning payment to TRB-National Academy of Sciences (Transportation Research Board) (page 3), Ms. Larsen stated this payment is for the annual dues and receipt of all TRB publications and is the primary source of transportation research journals for Commission staff.

In response to an inquiry by Mr. Nelson concerning payment to Gold Star Cleaning, Inc., (page 2), Ms. Larsen stated this is the monthly payment for the building cleaning service. Ms. Larsen further noted that the building is cleaned on a daily basis and that the monthly cost for this service was recently increased for the first time since 2002.

In response to an inquiry by Mr. Colman, concerning payment to The Water Council (page 2), Ms. Larsen stated this payment was for the March rent of the Commission's satellite office space located at the Water Center. Ms. Larsen also indicated that a portion of this payment included an underpayment from the February rent amount.

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 4th reporting period of 2019 were approved.

Chairman Dwyer, Mr. Wirth, and Mr. Muhs then affixed their signatures to the Check Register for the 4th reporting period of 2019 (copy attached to Official Minutes).

2019 Reporting Period No. 5

Ms. Larsen distributed copies of the Check Register for the 5th financial reporting period of February 18, 2019, to March 3, 2019.

Ms. Russell then inquired about a number of payments. Ms. Larsen responded as follows:

- Association of Wisconsin Regional Planning Commissions (AWRPC), (page 1), this payment amount represents the 2019 annual dues. The AWRPC is comprised of the nine Wisconsin Regional Planning Commissions.
- Conley Media, LLC (page 1), this payment is the corrected payment for the annual renewal of The Daily News, the West Bend newspaper.
- Central Office Systems, (page 1), this payment reflects usage charges for two of the copiers used by staff. Ms. Larsen then recalled that staff use the copiers for all printing needs as individuals no longer have desk top printers.
- Engineering News Record (ENR) (page 2), this payment is for the annual renewal of the ENR monthly publication.
- ESRI, Inc. (page 2), this payment is the annual renewal of the ArcGIS software licenses for 48 users on the Commission staff.
- PV and Associates, LLC, (page 3), this payment represents the renewal of WinSLAMM water quality analysis and modeling software used for stormwater evaluation.
- Sweet Something's Pastries (page 3), this payment was for the refreshments served at the Commission's March Meeting held at Gateway Technical College.
- Skyline Southern Wisconsin (page 4), this payment was for the purchase of a tablet stand for staff to use as an interactive display during public outreach meetings.
- Total Mechanical, Inc., (page 4), this payment represents the replacement and installation of Roof Top Unit 1 on the 1994 portion of the building. This purchase was approved at the October 2018 Administrative Committee meeting.
- Century Link (page 4), this payment represents the Commission's internet and telephone service.
- Wisconsin Department of Transportation (WisDOT) (page 5), this payment represents the reimbursement by the Commission to WisDOT for the local match of the Federal Highway Administration Planning monies and WisDOT monies with regard to the Commission's Continuing Land Use and Transportation planning program.
- Wolter Power Systems (page 5), this payment represents the semi-annual service and maintenance performed on the Commission's generator.

In response to an inquiry by Mr. Colman, Ms. Larsen stated staff has been directed to submit expense vouchers on a monthly basis rather than accumulate expenses over a number of months.

In response to an inquiry by Mr. Nelson concerning payment to Terminal Andrae, Inc., (page 4), Ms. Larsen stated this payment was for electrical repair to the Commission building light fixtures.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 5th reporting period of 2019 were approved.

Chairman Dwyer, Mr. Wirth, and Mr. Muhs then affixed their signatures to the Check Register for the 5th reporting period of 2019 (copy attached to Official Minutes).

2019 Reporting Period No. 6

Ms. Larsen distributed copies of the Check Register for the 6th financial reporting period of March 4, 2019, to March 17, 2019.

Ms. Russell inquired about a number of payments. Ms. Larsen responded as follows:

- ASCE Membership (page 1), this payment represents the annual membership renewal to the American Society of Civil Engineers.
- American Water Works Association (page 1), this payment represents the annual membership renewal.
- Citilabs, Inc., (page 1), this payment is the annual license renewal for transportation modeling software.
- Conley Media, LLC, (page 1), this payment is the annual subscription renewal for The Freeman.
- Cramer, Multhaff and Hammes, LLP, (page 1), is the Commission's attorney, and this payment represents legal fees.
- Division of Unemployment Insurance (page 2), this payment was the balance due on an ongoing unemployment claim.
- Reginald Jackson (page 2), this is a partial payment for Mr. Jackson's services with regard to a report on Commission plan recommendations that benefit environmental justice populations as requested by Alderman Rainey for the City of Milwaukee.

In response to an inquiry by Mr. Nelson concerning payment to Wisconsin Interactive Network (page 4), Mr. Muhs stated that vehicle registration data for counties within the Region was purchased to be used for inventory and traffic forecasts.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 6th reporting period of 2019 were approved.

Chairman Dwyer, Mr. Wirth, and Mr. Muhs then affixed their signatures to the Check Register for the 6th reporting period of 2019 (copy attached to Official Minutes).

2019 Reporting Period No. 7

Ms. Larsen distributed copies of the Check Register for the 7th financial reporting period of March 18, 2019, to March 31, 2019.

Ms. Russell inquired about a number of payments. Ms. Larsen responded as follows:

- ASCE Membership (page 1), this payment to the American Society of Civil Engineers was for multiple journal subscriptions which both Transportation and Environmental staff use as reference documents.
- Avaya, Inc., (page 1), this payment is for the annual maintenance contract for the Commission's telephone system.
- American Water Resources Association (page 1), this payment is the annual membership renewal.
- Le Mans Technical, LLC, (page 2), this payment is the annual renewal for backup software installed on the Commission's five network servers.
- Milwaukee Community Journal (page 2), this payment was for the placement of two employment advertisements.
- SuperFleet Mastercard (page 3), this payment is for the purchase of gasoline for the Commission's fleet vehicles.
- Skyline Southern Wisconsin (page 3), this payment is the balance due on the tablet stand.
- University of Wisconsin – Madison (page 3), this payment was for the testing of water samples as part of the Chloride Impact Study.

In response to an inquiry by Mr. Nelson concerning payment to Xerox Corporation (page 4), Ms. Larsen stated this was the balance due on the Xerox copier training.

Mr. Wirth commented that a UPS system should be installed on the telephone system to ensure it's continued operation in the event of a power failure.

Secretary's Note:

[The Commission's telephone system server has a UPS system installed. The telephone system will remain active in the event of a power failure.]

There being no further questions or comments, on a motion by Mr. Stroik, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 7th reporting period of 2019 were approved.

Chairman Dwyer, Mr. Wirth, and Mr. Muhs then affixed their signatures to the Check Register for the 7th reporting period of 2019 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MARCH 31, 2019

Copies of the Statement of Projected Revenues and Expenditures for reporting period 3 ending on March 31, 2019, 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 approximately 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 2019 Overall Work Program, indicates a surplus of nearly \$478,000 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 the 2019 automobile replacement.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2017 financial audit. These accounts will be adjusted upon completion of the audit for 2018.
5. The Commission had on hand as of March 31, 2019, approximately \$7.2 million. This includes about \$380,000 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 2.47 percent interest, and various certificate of deposit accounts.

Ms. Larsen then called attention to the Cash Flow Statement that was requested by Commissioner Nelson. She stated that page one is a summary account of the payments and receivables, and page two provides detail into the receivables for February and March 2019. Unless otherwise requested, this statement will be provided at each meeting.

Ms. Larsen then stated that the Spring Bank Certificate of Deposit (CD) will renew on May 13, 2019, unless a change is made to the account. She reported on the interest rates for a 6 month and a 12 month CD, and a High Yield Money Market Account. Upon discussion of the current rates, Ms. Larsen was directed to renew the Spring Bank CD for a period of 12 months at the rate of 2.65 percent.

Ms. Larsen then discussed renewal rates on the expiring CD's with Town Bank, Commerce State Bank, and PyraMax Bank. The interest rates available at that time will be reviewed upon expiration of each of these CD's at their respective banks.

In response to Mr. Nelson's inquiry concerning the deficit in the Economic Development Planning Program, Ms. Larsen stated that staff work has shifted from the Transportation Planning Program to the Economic Development Planning Program due to work on an economic development planning project that was not anticipated at the time the budget or the overall work program was prepared. This deficit will be covered by the current land use planning program surplus. Both the land use planning program and the economic development planning program are funded by service agreements and tax levy revenues. Mr. Muhs added that no additional staff have been hired for this project.

There being no additional inquiries or discussion, on a motion by Mr. Pitts, seconded by Mr. Dawson, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending March 31, 2019, was accepted to be placed on file (copy attached to Official Minutes).

UPDATE ON NETWORK SERVER AND CAPACITY UPGRADE

Ms. Larsen recalled that at the February Committee meeting she had requested a formal quote from Mr. Eric Stelter of ETS Advisory Services to provide advice on the Commission's network server and capacity upgrade. Mr. Stelter had been contacted because staff had received two quotations for the network upgrade that left no clear direction on how to proceed.

Mr. Stelter has now submitted to staff a proposal of \$8,000 that approximates 30 hours of his time in which he will provide staff with a critical review of the Commission's network, a needs analysis, and a five year plan for investing in the network infrastructure. This cost will include recommendations for the purchase of hardware through a vendor selected by staff. It is anticipated that the cost for Commission's network server and capacity upgrade will be approximately \$80,000 to \$100,000, with that cost to be fully determined after Mr. Stelter's assessment of the Commission's network.

At this time staff is requesting approval to move forward with Mr. Stelter's proposal, which will provide staff a clear direction on how to proceed with the network server and capacity upgrade.

Mr. Colman noted that staff should ensure that Commission technology remains up to date. He also indicated that the step by step approach as suggested by Mr. Stelter is appropriate.

There being no additional comments, on a motion by Ms. Russell, seconded by Mr. Crowley, staff is authorized to move forward with the proposal submitted by Mr. Stelter to provide consulting services with regard to the Commission network server and capacity upgrade.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Dwyer asked Mr. Muhs if there were any correspondence or announcements. Mr. Muhs announced that Mr. Drew had submitted his resignation due to an illness.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:25 p.m. on a motion by Mr. Schmidt, seconded by Mr. Nelson, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary

JTD/KJM/EAL/ce
#247749
Attachments