

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, February 16, 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  
Robert W. Pitts  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

William R. Drew  
Aloysius Nelson

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. Drew and Mr. Nelson had asked to be excused.

#### APPROVAL OF MINUTES OF JANUARY 26, 2017, MEETING

Chairman Dwyer asked if there were any changes or additions to the January 26, 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 January 26, 2017, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

### **2017 Reporting Period No. 2**

Mr. Hahn distributed copies of the Check Register for the 2<sup>nd</sup> financial reporting period of January 9, 2017, to January 22, 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 the Commission's annual service recognition lunch for the staff.

In response to an inquiry by Ms. Russell relative to a payment on page 2 made to Northwestern Mutual Life Insurance Company, Ms. Larsen stated that over 30 years ago a deferred compensation plan was established as a means to retain key staff. This was the final payment toward this plan as Mr. Yunker was the last employee on this plan.

In response to an inquiry by Ms. Russell concerning payment on page 4 to the Wisconsin Economic Development Corporation, Ms. Larsen stated this payment is for a Commission staff member to attend the 2017 Governor's Conference on Economic Development.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 2<sup>nd</sup> reporting period of 2017 were approved.

Chairman Dwyer, Mr. Colman, and Mr. Hahn then affixed their signatures to the Check Register for the 2<sup>nd</sup> reporting period of 2017 (copy attached to Official Minutes).

### **2017 Reporting Period No. 3**

Ms. Larsen distributed copies of the Check Register for the 3<sup>rd</sup> financial reporting period of January 23, 2017, to February 5, 2017.

In response to an inquiry by Ms. Russell concerning payment on page 1 to Artcentral, Ms. Larsen stated this payment was for the framing of a 1925 State highway map.

In response to an inquiry by Ms. Russell concerning payment on page 1 made to Eco/Safe Plus LLC, Ms. Larsen stated that the Commission purchases a chemical freshener to put into the basement sump pumps to alleviate the potential for unpleasant odors due to stagnant water in the sump pumps.

In response to an inquiry by Ms. Russell concerning payment on page 2 to the U.S. Postal Service, Ms. Larsen stated this is the annual post office box rental fee.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 3<sup>rd</sup> reporting period of 2017 were approved.

Chairman Dwyer, Mr. Colman, and Mr. Hahn then affixed their signatures to the Check Register for the 3<sup>rd</sup> reporting period of 2017 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING FEBRUARY 5, 2017**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 3 ending on February 5, 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 under 10 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 January meeting.
2. The service agreement revenues remain unchanged from the report presented at the January 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 \$813,000 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 February 5, 2017, approximately \$4.55 million. This includes about \$234,250 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 0.53 percent interest and various money market accounts.

In response to an inquiry by Ms. Russell, Ms. Larsen stated that the Commission has historically not budgeted for interest income.

There being no further inquiries or discussion, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending February 5, 2017, was accepted to be placed on file (copy attached to Official Minutes).

**CONSIDERATION OF COMMISSION OFFICE BASEMENT LEAK REPAIR**

Mr. Stroik reiterated to the Committee that staff has been working to address the water leak problem in the basement. He stated his staff has obtained proposals from three local contractors to repair the affected basement wall and to replace the sidewalk where necessary to pitch away from the building. The contractors had also been directed to include in their proposal the cost to conduct the repair work on weekends so as to not to interfere with the ProHealth Care Rehabilitation staff and patients.

Mr. Stroik recommended that the Commission accept the lowest cost bidder, Masonry Restoration, Incorporated for this work.

There being no inquiries or discussion, it was moved by Mr. Buestrin, seconded by Mr. Crowley, and carried unanimously, to retain the firm Masonry Restoration, Inc. to repair the basement leak.

**CORRESPONDENCE AND ANNOUNCEMENTS**

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

Mr. Hahn stated that there was no correspondence or announcements.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 1:48 p.m. on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Michael G. Hahn  
Deputy Secretary

JTD/MGH/EAL/dd  
#236170

Attachments