

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, July 19, 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
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.

Alternate:

Thomas H. Buestrin (non-voting)

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 MAY 24, 2018, MEETING

Chairman Dwyer asked if there were any changes or additions to the May 24, 2018, 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 May 24, 2018, were approved as published.

APPROVAL OF MINUTES OF JUNE 28, 2018, MEETING

Chairman Dwyer asked if there were any changes or additions to the June 28, 2018, meeting minutes. There were none.

On a motion by Mr. Drew, seconded by Mr. Crowley, and carried unanimously, the minutes of the Administrative Committee meeting held on June 28, 2018, were approved as published

APPROVAL OF DISBURSEMENTS

2018 Reporting Period No. 11

Ms. Larsen distributed copies of the Check Register for the 11th financial reporting period of May 14, 2018, through May 27, 2018.

In response to an inquiry by Mr. Colman concerning payment to Central Office Systems, Corp., (page 1), Ms. Larsen stated this payment was for copies made on the Executive/Administrative copier and Transportation copier.

In response to a second inquiry by Mr. Colman concerning payment to Grimm Book Bindery, Inc., (page 2), Ms. Larsen stated this payment was for binding the years 2015-2017 meeting minutes and publications into hardcover books.

In response to an inquiry by Mr. Dwyer concerning payment to Johnson Insurance Services, LLC, (page 2), Ms. Larsen stated this was payment for the renewal of the employee, practice, and liability insurance coverage.

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 11th reporting period of 2018 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 11th reporting period of 2018 (copy attached to Official Minutes).

2018 Reporting Period No. 12

Ms. Larsen distributed copies of the Check Register for the 12th financial reporting period of May 28, 2018, through June 10, 2018.

In response to an inquiry by Mr. Colman concerning payment to Ajilon Professional Staffing, (page 1), Ms. Larsen stated this payment was a direct hire fee for the administrative assistant position.

In response to an inquiry by Mr. Colman concerning payment to Bernsten International, Inc., (page 1), Ms. Larsen stated this payment was for the purchase of 62 brass monument caps which are placed on the U.S. Public Land Survey monuments. These brass caps are engraved with the full name of the Commission, and staff then stamps the appropriate town, range, and section corner on each cap.

In response to additional inquiries by Mr. Colman, Ms. Larsen stated that the payment to Johnson Insurance Services, LLC, (page 2), was payment for the cyber liability insurance policy through Travelers Insurance;

the payment to Nurturing Diversity Partners, (page 2), was one-half of the speaker fee for Mr. Reggie Jackson who spoke at the Environmental Justice Task Force retreat on July 12, 2018; and the payment to Miovision Technologies, Inc, (page 2), was for analyzing traffic video taken for a 24 hour intersection traffic count.

In response to multiple inquiries by Mr. Nelson, Ms. Larsen stated that the payment to Chapter 13 Trustee, (page 1), is an employee wage garnishment; the payment to Gold Star Cleaning, Inc., (page 1) was the monthly payment for the building cleaning service; and the payment to Thomas Slawski, a Commission employee, (page 2) is a reimbursement of his flexible spending account payroll deductions.

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 12th reporting period of 2018 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 12th reporting period of 2018 (copy attached to Official Minutes).

2018 Reporting Period No. 13

Ms. Larsen distributed copies of the Check Register for the 13th financial reporting period of June 11, 2018, through June 24, 2018.

In response to an inquiry by Mr. Colman concerning payment to In-Situ, Inc., (page 2), Ms. Larsen stated this was for the purchase of a chloride sensor probe for use in the Chloride Study.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Dawson, and carried unanimously, the Commission disbursements for the 13th reporting period of 2018 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 13th reporting period of 2018 (copy attached to Official Minutes).

2018 Reporting Period No. 14

Ms. Larsen distributed copies of the Check Register for the 14th financial reporting period of June 25, 2018, through July 8, 2018.

In response to an inquiry by Mr. Colman concerning payment to Digital River, Inc., (page 1), Ms. Larsen stated this payment was for the license renewal of software needed to run the Commission's virtual servers. This is a three year license renewal.

In response to an inquiry by Mr. Crowley concerning payment to CDW Government Inc., (page 1), Ms. Larsen stated this payment was for the annual renewal of Adobe Illustrator, In-Design, and Photoshop software.

There being no further questions or comments, on a motion by Mr. Nelson, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 14th reporting period of 2018 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 14th reporting period of 2018 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JULY 8, 2018

Copies of the Statement of Projected Revenues and Expenditures for reporting period 14 ending on July 8, 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 over 50 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 May meeting.
2. The service agreement revenues remain unchanged from the report presented at the May meeting.
3. The projection of expenditures through the end of the year compared with the budgeted revenues, indicates a surplus of \$366,000 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 July 8, 2018, approximately \$6.60 million. This includes about \$444,144 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 1.88 percent interest and various certificate of deposit accounts.

There being no additional questions or discussion, on a motion by Mr. Stroik, seconded by Mr. Pitts, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending July 8, 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. There were none.

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. Wirth, seconded by Mr. Nelson, and carried unanimously.

Respectfully submitted,

Michael G. Hahn
Deputy Secretary

JTD/MGH/EAL/ce
#243798
Attachments