

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, June 27, 2019

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
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 MAY 16, 2019, MEETING

Chairman Dwyer asked if there were any changes or additions to the May 16, 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 May 16, 2019, were approved as published.

PRESENTATION OF 2018 COMMISSION AUDIT REPORT

Mr. Dwyer welcomed Mr. Jacob Lenell, CPA, and Mr. Jordan Boehm, CPA, both of the firm CliftonLarsonAllen (CLA), to present the Draft 2018 Commission Audit Report to the Committee. Mr. Lenell distributed a summary document of the Commission's 2018 Audit and then presented the findings.

Mr. Lenell noted no audit entries or past adjustments were made, and all year-end balances are appropriately stated. Based upon these findings, a clean audit opinion, the highest level of assurance, will be issued. Mr. Lenell further stated that the Commission will be considered a low risk auditee for the conduct of the 2019 audit.

Mr. Lenell also noted the audit is in compliance with the GASB 75 requirements that state that the benefit amount of health and life insurance that Commission retirees are participating in now must be included in the audit statements.

In response to an inquiry by Mr. Colman, Mr. Lenell indicated that the GASB 75 changes are shown on page 25 of the draft audit report.

On a motion by Mr. Pitts, seconded by Ms. Russell, the 2018 Audit Report was accepted and placed on file.

APPROVAL OF DISBURSEMENTS

2019 Reporting Period No. 10

Ms. Larsen distributed copies of the Check Register for the 10th financial reporting period of April 29, 2019, to May 12, 2019.

In response to an inquiry by Mr. Colman, Ms. Larsen stated the payment to CliftonLarsonAllen (page 1), was a progress payment for the 2018 Commission Audit.

In response to a second inquiry by Mr. Colman, Ms. Larsen stated the payment to Seiler Instrument and Manufacturing Company (page 3), was for the rental of a GPS unit for a period of 3 weeks. The rental GPS unit was used by the Commission's survey staff while waiting for the repair of the Commission's GPS unit.

In response to a final inquiry by Mr. Colman, Ms. Larsen stated the payment to the U.S. Geological Service (page 4), was payment for the stream gaging program. Ms. Larsen then noted that the stream gaging program is a long running program where 15 stream gages have been placed in various locations in the Milwaukee River, the Kinnickinnic River, the Root River, the Pike River, the Bark River, the Fox River, and the Mukwonago River. This is a cooperative program with the Commission acting as the fiscal agent. The USGS and the Milwaukee Metropolitan Sewerage District, the City of Delafield, the Kenosha Water Utility, the Racine Water Utility, Upper Nemahbin Lake Management District, and Waukesha County cost share this program.

In response to an inquiry by Mr. Nelson, Mr. Dwyer stated that the payment to We Energies (page 4), is the Commission's monthly gas and electric bill.

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 10th reporting period of 2019 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then affixed their signatures to the Check Register for the 10th reporting period of 2019 (copy attached to Official Minutes).

2019 Reporting Period No. 11

Ms. Larsen distributed copies of the Check Register for the 11th financial reporting period of May 13, 2019, to May 26, 2019.

In response to an inquiry by Mr. Colman concerning payment to Cardmember Service (page 1), Ms. Larsen stated that a portion of this payment in the amount of \$1,787.01 represents the purchase of airline tickets for three staff to attend conferences; another portion of this payment in the amount of \$497.70 represents registration to the National Association of Regional Council conference, which Mr. Muhs attended in early June; and the portion of this payment coded to other operating expenses in the total amount of \$498.95 was for the placement of an employment ad in the Milwaukee Journal Sentinel and with Planetzien, an on-line planning profession resource website.

In response to an inquiry by Mr. Colman concerning payment to Thomas Slawski (page 4), Ms. Larsen stated that Mr. Slawski is a Commission employee and this payment represents the reimbursement of travel expenses incurred over a four month period, February through May 2019.

In response to a final inquiry by Mr. Colman concerning payment to Terminal-Andrae, Inc., (page 4), Ms. Larsen stated this payment was for the cost to install the car charger for the Commission's electric vehicle, the Chevrolet Bolt.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Dawson, and carried unanimously, the Commission disbursements for the 11th reporting period of 2019 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then affixed their signatures to the Check Register for the 11th reporting period of 2019 (copy attached to Official Minutes).

2019 Reporting Period No. 12

Ms. Larsen distributed copies of the Check Register for the 12th financial reporting period of May 27, 2019, to June 9, 2019.

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

- Bentley Systems, Inc., (page 1); payment for the annual renewal of a license for software that will edit topographic and cadastral map files.
- DLT Solutions, Inc., (page 1); payment for the annual renewal of an AutoCAD software license that is required by the Wisconsin Department of Transportation for generating their requested wetland delineation reports.
- In-Situ, Inc., (page 2); payment for the repair of water sensor probes used for the chloride study.
- Johnson Insurance Services, LLC, (page 2); payment for the annual renewal of the Commission's Employment Practices and Liability Insurance.
- Onset Computer Corporation (page 2); payment for nine replacement water gages that are used for various water quality studies.

In response to an inquiry by Mr. Nelson concerning payment to the UWM Foundation (page 3), Mr. McKay stated that this payment was a partnership fee in support of the University of Wisconsin Milwaukee 45th Anniversary Urban Planning lecture.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 12th reporting period of 2019 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then affixed their signatures to the Check Register for the 12th reporting period of 2019 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JUNE 9, 2019

Copies of the Statement of Projected Revenues and Expenditures for reporting period 12 ending on June 9, 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 44 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 on the Statement 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 nearly \$440,000 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, audit, replacement equipment, and 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 June 9, 2019, approximately \$7.0 million. This includes about \$380,355 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 2.45 percent interest and various certificate of deposit accounts.

Ms. Larsen commented that the Commerce State Bank Certificate of Deposit (CD) is up for renewal on June 28, 2019. She stated that the bank is offering a 6 month CD special with an annual percentage rate 2.25. Ms. Larsen then noted that the Local Government Investment Pool (LGIP) interest rate is currently 2.45 percent, which is a slight decrease from the April rate of 2.49 percent. After a brief discussion, it was recommended that Ms. Larsen renew the Commerce State Bank CD at the 2.25 percent for a period of six months.

There being no additional inquiries or discussion, on a motion by Mr. Nelson, seconded by Ms. Russell, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending June 9, 2019, was accepted to be placed on file (copy attached to Official Minutes).

DISCUSSION OF ANNUAL DUES AND SUBSCRIPTION RENEWALS

Ms. Larsen distributed the two tables showing the Commission's newspaper and magazine renewal amounts, and membership dues paid to planning related professional organizations.

Ms. Larsen reviewed the table titled SEWRPC Newspaper and Magazine Renewals and noted that with few exceptions, these renewals are paid annually.

Mr. Pitts commented that the annual subscription to Kenosha News is very expensive and the Commission should discontinue this subscription.

A discussion ensued concerning the need for the Kenosha News and for the Commission to receive local newspapers from each County.

Mr. Muhs stated that staff uses these papers to be aware of what goes on in each of the Counties.

Mr. McKay stated he uses all the newspapers the Commission receives to keep updated on housing related news.

Mr. Nelson commented that staff review the cost of on-line only access to these newspapers and move toward that platform.

Mr. Muhs stated that different papers offer various levels of on-line access. Some papers allow for full on-line access that is full print copy of the paper, while other papers allow only limited access to the full print paper. Staff will determine what papers are sufficient for on-line access only and discontinue the print copy for those papers.

Mr. Crowley stated that based on a quick calculation, the cost per user compared to the benefit to the many staff that access these newspapers is quite small and recommends continuing with the newspaper subscriptions.

The discussion concluded with staff agreeing to review the merits of on-line access to newspapers, and to review the current newspaper subscriptions to determine if that paper is the best source for news in the community that paper serves.

Ms. Larsen then briefly reviewed the table titled SEWRPC Organizational Membership Dues.

In response to an inquiry by Mr. Wirth, Mr. Muhs stated that he recently attended the National Association of Regional Council (NARC) annual conference. In addition, staff regularly attends the annual Transportation Research Board – National Academy of Sciences annual conference.

REPORT ON STAFF COMPENSATION

Mr. Muhs reported that a Compensation Subcommittee including himself and Commissioners Buestrin, Colman, Crowley, Dwyer, Russell, Schmidt, Stroik, and Wirth met to review recommended staff salary merit adjustments for the July 2019 through June 2020. The Subcommittee met prior to this meeting and approved the proposed salary adjustments. The proposed salary adjustments average 3.77 percent. Excluding promotions, the increase is 3.31 percent.

Mr. Pitts suggested that future salary subcommittees include at least one member from each County.

There being no additional discussion, on a motion by Mr. Stroik, seconded by Ms. Russell, and carried unanimously, the Commission Compensation Plan was approved.

CORRESPONDENCE AND ANNOUNCEMENTS

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

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:18 p.m. on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary

JTD/KJM/EAL/cc
#248931

Attachments