

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, December 12, 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  
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.

Thomas H. Buestrin

Staff:

Kevin J. Muhs  
Benjamin R. McKay  
Elizabeth Larsen

Executive Director  
Deputy Director  
Director of 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 NOVEMBER 21, 2019, MEETING

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

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

## **APPROVAL OF DISBURSEMENTS**

### **2019 Reporting Period No. 24**

Ms. Larsen distributed copies of the Check Register for the 24<sup>th</sup> financial reporting period of November 11, 2019, to November 24, 2019.

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

- ETS Advisory Services (page 2); this payment represents the consultant fee for the network upgrade services from October 2018 through October 2019.
- Lindenmeyr Monroe (page 2); this payment is for the purchase of paper that staff uses to print Commission reports, publications, and daily work assignments.
- Software Hardware Integration International Corporation (page 3); this payment is the annual renewal fee for Microsoft Office licenses, the Windows Operating System licenses needed for all computers and servers, the e-mail exchange server license, an SQL license needed for the accounting software, and a Client Access license that allows for employees to access files and documents from network servers.
- Root-Pike Watershed Initiative Network (WIN) (page 3); this payment was for public outreach services for the Oak Creek Watershed Restoration Plan under an agreement between Root-Pike WIN and the Commission.

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

- Blue Marble Graphics (page 1); this payment was for the renewal of software that aids in converting orthophoto images and LiDAR data to the new datum.
- Wisconsin Department of Natural Resources Accounts Receivable (page 1); this payment was for an endangered and threatened species permit fee for Commission staff.
- Exaxol (page 2); this is payment for a liquid substance that gives a control reading on a water quality monitor. This reading is then used to calibrate the monitor to get an exact measurement of water quality when taking field readings.
- Institute for Transit Operations Planning (page 2); this payment was for a staff member to attend a week-long transit planning and operations training course in January 2020.
- United Way of Greater Milwaukee and Waukesha Counties (page 4); this payment is a payroll deduction in which staff may choose to donate to United Way.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Colman, and carried unanimously, the Commission disbursements for the 24<sup>th</sup> reporting period of 2019 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then affixed their signatures to the Check Register for the 24<sup>th</sup> reporting period of 2019 (copy attached to Official Minutes).

## **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING NOVEMBER 24, 2019**

Copies of the Statement of Projected Revenues and Expenditures as of reporting period 24 ending on November 24, 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 90 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 November meeting.
2. The service agreement revenues remain unchanged from the report presented at the November meeting.
3. The projection of expenditures through the end of the year compared with the budgeted revenues indicates a surplus of approximately \$164,000 for the continuing program projects. The surplus is expected to decline to approximately \$75,000 by year end.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2018 financial audit.
5. The Commission had on hand as of November 24, 2019, approximately \$6.36 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 1.71 percent interest, and various certificate of deposit accounts.

Ms. Russell inquired if the rates of the Local Government Investment Pool will continue to decrease. Mr. Dwyer commented that certificate of deposit rates and money market rates may continue to decline.

There being no questions or additional comments, on a motion by Mr. Nelson, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending November 24, 2019, was accepted to be placed on file (copy attached to Official Minutes).

## **REVIEW, DISCUSSION, AND POSSIBLE ACTION ON COMMISSION PERSONNEL REGULATIONS**

Chairman Dwyer asked Mr. Muhs and Ms. Larsen to continue the discussion on the proposed Commission Personnel Regulations.

Mr. Muhs began the continued discussion of the Personnel Regulations by distributing Article 2.9, which staff revised and re-titled "General Complaint Procedures". A discussion ensued with arguments made in favor and against the need for a complaint procedure article within the Personnel Regulations.

Mr. Stroik stated that as the Commission is an at-will employer, and that harassment issues have been addressed in a previous article, there is not need for a complaint procedure.

Mr. Colman commented that this Article states to employees that the Commission is sensitive to staff concerns.

Following a discussion of the advantages and disadvantages of including this Article into the Personnel Regulations, Mr. Dwyer asked Mr. Muhs how he perceives this Article.

Mr. Muhs stated that he is comfortable with the Article and given that the Commission is a very hierarchical agency, it provides employees with a level of comfort to discuss a concern with the Executive Director.

On a motion by Mr. Pitts, seconded by Mr. Nelson, and carried by a vote of 7 ayes and 3 nays, Article 2.9, General Complaint Procedures, will be included in the Commission Personnel Regulations.

Mr. Muhs then asked Ms. Larsen to review Article 3 of the proposed Commission Personnel Regulations. Discussion ensued regarding timecards, overtime, and the floating holiday.

Mr. Muhs reviewed Article 4 of the Regulations. Discussion ensued concerning vacation leave and the amount that is able to be accrued and compared to a paid time off benefit where vacation leave and sick leave are combined.

Discussion also occurred with regard to the Commission's vacation and sick leave payout policy available to employees should they retire from the Commission.

Ms. Larsen then reviewed Articles 5 and 6 of the Regulations, with Mr. Muhs calling attention to Article 6.3, Commission Work-Related Training and Education.

Mr. Dwyer asked for a motion to accept the proposed Commission Personnel Regulations with Article 2.9 to be added as revised.

On a motion by Mr. Nelson, seconded by Ms. Russell, and carried by a vote of 9 ayes and 1 nay, the Commission Personnel Regulations were approved.

## **CORRESPONDENCE AND ANNOUNCEMENTS**

Chairman Dwyer asked Mr. Muhs if there were any correspondence or announcements. Mr. Muhs stated that there is no correspondence and then announced that the elevator that was installed when the Commission purchased the building is in need of significant repairs. Mr. Stroik stated the repairs could cost up to \$35,000, as there is significant water damage in the elevator pit.

## **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:55 p.m. on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs  
Deputy Secretary