

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, January 23, 2020

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  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Nancy Russell

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 DECEMBER 12, 2019, MEETING

Chairman Dwyer asked if there were any changes or additions to the December 12, 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 December 12, 2019, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

### **2019 Reporting Period No. 25**

Ms. Larsen distributed copies of the Check Register for the 25<sup>th</sup> financial reporting period of November 25, 2019, to December 8, 2019.

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

- Brown and Jones Reporting, Inc. (page 1); this payment was for court reporting transcription services for the VISION 2050 public meetings that were held throughout December 2019.
- Cardmember Service (page 1); the portion of this payment in the amount of \$860 was the registration fee for 7 Commissioners to attend the Clean Rivers, Clean Lake Conference that was held at Alverno College. The portion of this payment in the amount of \$394.95 was for the placement of the Deputy Chief Land Use Planner employment ad with the American Planning Association and the Planetzien websites.
- Central Office Systems (page 1); this payment reflects usage charges for copies printed on the copiers available for staff use.
- Dell Marketing LP (page 2); this payment was for the purchase of six desktop computers for use by staff. The purchase of these computers was within the Commission's 2019 budget for the replacement of computer equipment.
- Inrix, Inc. (page 2); this payment was for the purchase of travel demand modeling data. In addition, the payment was incorrectly coded to the wrong expense account, and will be corrected to reflect that the payment should go to the outside services account.
- Nakeisha Payne (page 3); this payment was for the reimbursement of Ms. Payne's travel expenses incurred in her position as the Public Information and Outreach Manager.
- Russ's Mulch and Topsoil, Inc. (page 3); this payment is for plowing services for the months of October and November 2019.

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

- Conley Media, LLC (page 1); Ms. Larsen stated this payment was for the placement of VISION 2050 public meeting notices in the West Bend Daily News, the Ozaukee County News Graphic, the Waukesha Freeman, and the Oconomowoc Enterprise newspapers.
- Milwaukee Courier (page 3); this payment was for the placement of a VISION 2050 public meeting notice in the Milwaukee Courier newspaper.
- Rev's Pre-Cast Concrete Corporation (page 3); this payment was for the purchase eight concrete monument markers.
- The Hartford (page 4); the portion of this payment in the amount of \$1,194.24 represents the employee cost of the GAP insurance for the month of December. Commission employees have the option to select Accident, Critical Illness, or Hospital Indemnity coverages at their own expense. The premium amount is deducted from their payroll check on their behalf.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 25<sup>th</sup> reporting period of 2019 were approved.

Chairman Dwyer, Mr. Wirth, and Mr. Muhs then affixed their signatures to the Check Register for the 25<sup>th</sup> reporting period of 2019 (copy attached to Official Minutes).

**2019 Reporting Period No. 26**

Ms. Larsen distributed copies of the Check Register for the 26<sup>th</sup> financial reporting period of December 9, 2019, to December 22, 2019.

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

- CDW Government, Inc. (page 1); this payment was for the purchase a Microsoft surface laptop. This purchase was within the Commission's 2019 budget for replacement equipment.
- Dell Marketing LP (page 2); this payment was for the purchase of three network servers as part of the Commission's network and computer upgrade.
- Ethnically Diverse Business Coalition (page 2); this payment was a contractual payment to one of the Commission's nine partner organizations as part of the VISION 2050 outreach process. Under the contract, the Commission will reimburse to the partners \$1,250 in exchange for assisting with VISION 2050 public outreach.
- Renew Environmental Public Health Advocates (page 3); this organization is a VISION 2050 partner, the payment was for the reimbursement of VISION 2050 public outreach assistance.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 26<sup>th</sup> reporting period of 2019 were approved.

Chairman Dwyer, Mr. Wirth, and Mr. Muhs then affixed their signatures to the Check Register for the 26<sup>th</sup> reporting period of 2019 (copy attached to Official Minutes).

**2020 Reporting Period No. 1**

Ms. Larsen distributed copies of the Check Register for the 1<sup>st</sup> financial reporting period of December 23, 2019, to January 5, 2020.

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

- Common Ground, Inc. (page 1); this organization is a VISION 2050 partner, the payment was for the reimbursement of VISION 2050 public outreach assistance.
- DLT Solutions, Inc. (page 2); this payment was for the annual renewal of an AutoCad software license. This software is used in the Commission's Transportation Division.
- Dell Marketing, LP (page 2); this payment was for the purchase of network computer hardware as part of the Commission's network and computer upgrade

(Administrative Committee)

January 23, 2020

- Greywolf Partners, Inc. (page 2): this payment was for the rental of a meeting room at the Global Water Center for a VISION 2050 public meeting.
- Meter Group, Inc. (page 2); this payment was for the purchase of software that will allow for staff to remotely record and track data from the Chloride monitors.
- Southside Organizing Committee (page 3); this organization is a VISION 2050 partner, the payment was for the reimbursement of VISION 2050 public outreach assistance.

In response to an inquiry by Mr. Nelson concerning payment to Gold Star Cleaning, Inc (page 2), Ms. Larsen stated this payment is for the cleaning of the Commission building for one month.

There being no additional questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 1<sup>st</sup> reporting period of 2020 were approved.

Chairman Dwyer, Mr. Wirth, and Mr. Muhs then affixed their signatures to the Check Register for the 1<sup>st</sup> reporting period of 2020 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 5, 2020**

Copies of the Statement of Projected Revenues and Expenditures as of reporting period 1 ending on January 5, 2020, 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 the beginning of the calendar year, and no attempt was made to show actual expenditures or to project expenditures for the year given this very short period of time. She then called attention to the following items:

1. The revenue entries on the Statement largely reflect the budgeted amounts set forth in the Commission's Overall Work Program approved in November 2019. She noted that with respect to Federal and State Transportation Funds, a final approval letter securing these funds was received in December from the Wisconsin Department of Transportation (WisDOT). The Wisconsin Department of Administration revenue for the Coastal Management Program has also been secured and the Wisconsin Department of Natural Resources revenue for the Water Quality Planning Program is expected to be secured.
2. With respect to service agreement revenues that support work activities in the planning program areas of land use, water quality, floodland management, economic development, and community assistance, many of the funds identified in the Statement already have been secured or are expected to be secured within the next few months. She noted that the \$71,518 in building program revenues identified in the service agreement column represents the rent to be paid in 2020 by the Commission's tenant, ProHealth Care, Inc. In December 2018, ProHealth signed an agreement extending their lease through March 31, 2022, with two one-year renewal options through March 31, 2024.
3. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2018 financial audit. These accounts will be adjusted upon completion of the audit for 2019.

(Administrative Committee)

January 23, 2020

4. The Commission had on hand as of January 5, 2020, approximately \$6.59 million. This includes about \$323,220 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 1.63 percent interest, and certificate of deposit accounts.

In response to an inquiry by Mr. Nelson, Ms. Larsen stated the difference between the budget and the actual revenue is largely due to service agreement revenue associated with the 2020 Regional Orthophotography Program.

There being no questions or additional comments, on a motion by Mr. Stroik, seconded by Mr. Nelson, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 5, 2020, was accepted to be placed on file (copy attached to Official Minutes).

#### **CORRESPONDENCE AND ANNOUNCEMENTS**

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

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 1:47 p.m. on a motion by Mr. Wirth, seconded by Mr. Nelson, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs  
Deputy Secretary