

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, February 20, 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  
Nancy Russell  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Staff: Benjamin R. McKay Deputy Director  
Elizabeth Larsen 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 JANUARY 23, 2020, MEETING

Chairman Dwyer asked if there were any changes or additions to the January 23, 2020, meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Nelson, and carried unanimously, the minutes of the Administrative Committee meeting held on January 23, 2020, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

### **2020 Reporting Period No. 2**

Ms. Larsen distributed copies of the Check Register for the 2<sup>nd</sup> financial reporting period of January 6, 2020, to January 19, 2020.

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

- Bernsten International, Inc. (page 1); this payment was for the purchase of 100 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.
- Dell Marketing LP (page 1); this payment was for the purchase of software to manage the Commission's computer network.
- Hmong/American Friendship Association (page 2); this organization is a VISION 2050 partner, the payment was for the reimbursement of VISION 2050 public outreach assistance.
- Independence First, Inc. (page 2); this organization is a VISION 2050 partner, the payment was for the reimbursement of VISION 2050 public outreach assistance.
- Pictometry International Corp. (page 2); this payment was for Kenosha County's and Milwaukee County's 2020 aerial orthophotography.
- TRB – National Academy of Sciences, (page 3); this payment is for the annual dues and receipt of all TRB publications and is the primary source of transportation research journals for Commission staff.

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

- IBM Corporation (page 2); this payment was for the SPSS annual renewal. SPSS is a statistical analysis software, which is used in the Environmental and Transportation Divisions.
- Milwaukee Journal Sentinel (page 2); this payment was for a VISION 2050 public meeting notice.
- Century Link (page 3); this is the monthly recurring payment for the Commission's internet and telephone service.
- Xerox Corporation (page 4); this payment reflects usage charges for documents printed using the Commission's Xerox copiers.

In response to an inquiry by Mr. Nelson, Ms. Larsen stated that the payment to Cramer, Multhauf & Hammes, LLP (page 1) was for contract review services by the Commission's legal counsel.

In response to a second inquiry by Mr. Nelson, concerning payment to Kaleb Kutz (page 2), Ms. Larsen stated that Mr. Kutz is a Commission staff member who has requested tuition reimbursement in accordance with the Commission's tuition reimbursement program to help pay for a portion of his Master's degree in Urban Planning.

There being no additional questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Colman, and carried unanimously, the Commission disbursements for the 2<sup>nd</sup> reporting period of 2020 were approved.

Chairman Dwyer, Ms. Russell, and Mr. McKay then affixed their signatures to the Check Register for the 2<sup>nd</sup> reporting period of 2020 (copy attached to Official Minutes).

**2020 Reporting Period No. 3**

Ms. Larsen distributed copies of the Check Register for the 3<sup>rd</sup> financial reporting period of January 20, 2020, to February 2, 2020.

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

- Cardmember Service (page 1); a portion of this payment in the amount of \$1,444.68, was for purchases of items related to the Commission's network upgrade.
- Brandon Matthews (page 2); this payment is for the reimbursement of moving expenses for a new Commission employee who was hired as the Commission Transportation Demand Management Coordinator position. This employee moved from California.
- Russ's Mulch & Topsoil, Inc. (page 2); this payment was for plowing, salting, and snow removal for the month of January 2020.
- Wolter Power Systems (page 4); this payment was for the annual maintenance service agreement on the Commission's generator.

In response to an inquiry by Mr. Nelson, concerning payment to Bentley Systems, Inc. (page 1), Ms. Larsen stated this payment is the annual license renewal for the long range forecasting software program used for arterial street and highway forecasts. This payment was formerly made to Citilabs, Inc.

In response to a second inquiry by Mr. Nelson concerning payment to Rise and Grind Café and Market (page 3), Ms. Larsen stated that this was for refreshments for a VISION 2050 public outreach meeting.

In response to an inquiry by Ms. Russell concerning payment to Milwaukee Public Schools, (page 2), Ms. Larsen stated this payment was for the rental of the cafeteria at the Milwaukee School of the Arts for a VISION 2050 meeting with the Commission's community partners.

In response to an additional inquiry by Ms. Russell concerning payment to the University of Wisconsin-Madison, Ms. Larsen stated this was payment for the testing of water samples as part of the Chloride Impact Study.

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 3<sup>rd</sup> reporting period of 2020 were approved.

Chairman Dwyer, Ms. Russell, and Mr. McKay then affixed their signatures to the Check Register for the 3<sup>rd</sup> reporting period of 2020 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING  
FEBRUARY 2, 2020**

Copies of the Statement of Projected Revenues and Expenditures as of reporting period 3 ending on February 2, 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 represented just under 10 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries 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 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.
4. The Commission had on hand as of February 2, 2020, approximately \$7.66 million. This includes about \$273,220 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 1.61 percent interest, and certificate of deposit accounts.

There being no questions or additional comments, on a motion by Ms. Russell, seconded by Mr. Nelson, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending February 2, 2020, was accepted to be placed on file (copy attached to Official Minutes).

**CORRESPONDENCE AND ANNOUNCEMENTS**

Chairman Dwyer asked Mr. McKay if there were any correspondence or announcements. Mr. McKay stated there was no correspondence but reminded Commissioners that Commission staff will print a SEWRPC business card for any interested Commissioners. He asked Commissioners to call or send an e-mail to Ms. Larsen or him with the appropriate contact information.

**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. Stroik, and carried unanimously.

Respectfully submitted,

Benjamin R. McKay  
Acting-Deputy Secretary