

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, April 23, 2020

1:30 p.m.

Meeting Occurred Virtually via Video and Telephone Conference

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
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 FEBRUARY 20, 2020, MEETING

Chairman Dwyer asked if there were any changes or additions to the February 20, 2020, meeting minutes. There were none.

On a motion by Mr. Nelson, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on February 20, 2020, were approved as published.

APPROVAL OF DISBURSEMENTS

2020 Reporting Period No. 4

Ms. Larsen distributed copies of the Check Register for the 4th financial reporting period of February 3, 2020, to February 16, 2020.

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

- Advanced Disposal Services (page 1); this payment was for one month of garbage and recycling pickup. Ms. Larsen further stated that the contract with Advanced Disposal Services terminates in July 2020, and the Commission will then switch providers to John's Disposal Service, Inc., at a significantly reduced cost.
- Batteries Plus Bulbs (page 1); this payment was for the purchase of a battery for the signal lights that are used on one of the Commission's Survey vehicles.
- MicroSurvey Software (page 2); this payment was for the annual maintenance and support of Starnet software, a surveying software used to develop coordinate positions on survey corners.
- Total Mechanical, Inc. (page 3); a portion of this payment was to repair a flush valve on a toilet in the Commission office.
- Wolter Power Systems (page 4); this payment was for repair of the Commission's generator. The engine had overheated causing damage to hoses and belts.

In response to an inquiry by Mr. Crowley, Ms. Larsen stated that the payment to the Shared-Use Mobility Center (page 3) was for a two day conference on equitable, accessible, and environmentally sound mobility that was to be held in Chicago. This conference has now been transitioned to a virtual conference.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 4th reporting period of 2020 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then approved the affixing of their signatures to the Check Register for the 4th reporting period of 2020 (copy attached to Official Minutes).

2020 Reporting Period No. 5

Ms. Larsen distributed copies of the Check Register for the 5th financial reporting period of February 17, 2020, to March 1, 2020.

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

- AccuNet, Inc. (page 1); this payment was for the purchase of XL Statements software. This is an add on software that will be used with the Commission's Microsoft Dynamics accounting software to aid in extracting data from Dynamics to produce financial reports.
- Cardmember Service (page 2); the portion of this payment coded to capital outlay was for the purchase of miscellaneous computer cables and receivers for the computer network upgrade.
- Hach Company (page 2); this payment was for the purchase of a portable water meter that is able to check water flows and discharges and is used to calculate the mass balance of chloride in the waterway.
- Otis Elevator Company (page 3); this payment was a partial payment for their portion of the elevator repair.

- University of Wisconsin Madison (page 4); this payment was for the testing of water samples as part of the Chloride Impact Study.

In response to an inquiry by Mr. Nelson, concerning payment to The Water Council (page 2), Ms. Larsen stated this payment was the March rent for the Commission's office space at the Global Water Center.

In response to a second inquiry by Mr. Nelson concerning payment to Russ's Mulch and Topsoil, Inc. (page 3), Ms. Larsen stated that this was payment for plowing and salting the Commission parking lot for the month of February 2020.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 5th reporting period of 2020 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then approved the affixing of their signatures to the Check Register for the 5th reporting period of 2020 (copy attached to Official Minutes).

2020 Reporting Period No. 6

Ms. Larsen distributed copies of the Check Register for the 6th financial reporting period of March 2, 2020, to March 15, 2020.

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

- Ajilon Professional Staffing (page 1); this payment was a direct hire fee for the administrative assistant position.
- Geographic Information Services, Inc. (page 2); this payment was for the development of a web application to be used with the Commission's mapping web site. This application will generate on-line dossier sheets.
- Statz Restoration and Engineering Company, Inc. (page 3); this payment was for waterproofing the elevator pit.
- Total Mechanical, Inc. (page 3); this payment was for the installation of a replacement drinking fountain in the reception area.

There being no additional questions or comments, on a motion by Mr. Colman, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 6th reporting period of 2020 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then approved the affixing of their signatures to the Check Register for the 6th reporting period of 2020 (copy attached to Official Minutes).

2020 Reporting Period No. 7

Ms. Larsen distributed copies of the Check Register for the 7th financial reporting period of March 16, 2020, to March 29, 2020.

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

- Avaya, Inc. (page 1); this payment is for the annual maintenance contract for the Commission's telephone system.
- National Association of Regional Councils (NARC) (page 2); this payment is the annual membership dues to the organization. NARC focuses on broad regional planning issues.
- Otis Elevator Company (page 2); this payment is the second and final payment for the repair of the elevator and elevator pit.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 7th reporting period of 2020 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then verbally approved the affixing of their signatures to the Check Register for the 7th reporting period of 2020 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MARCH 29, 2020

Copies of the Statement of Projected Revenues and Expenditures as of reporting period 7 ending on March 29, 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 over 25 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 February meeting.
2. The service agreement revenues remain unchanged from the report presented at the February 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 March 29, 2020, approximately \$7.14 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 1.14 percent interest, and various money market and certificate of deposit accounts.

In response to an inquiry by Mr. Dwyer, Ms. Larsen stated the cost for the elevator and elevator pit repair will come out of the Commission's Building Improvement and Maintenance Fund. This will occur upon the completion of the 2020 audit.

In response to an inquiry by Mr. Colman, Ms. Larsen stated the funds in the reserve accounts are invested with the State of Wisconsin Local Government Investment Pool.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending March 29, 2020, was accepted to be placed on file (copy attached to Official Minutes).

UPDATE ON NETWORK SERVER AND CAPACITY UPGRADE

Chairman Dwyer asked Mr. Muhs to update the Commissioners on the network upgrade. Mr. Muhs stated that the completion of the network upgrade had been delayed two months due to Dell Computers sending the wrong servers. Dell acknowledge their mistake and has now provided better servers to the Commission at no additional cost. Due to this delay, staff has not yet been able to secure an off-site back up service provider prior to the Commission offices closing due to COVID-19. The Commission's internal back up system is still running. In addition, staff has worked with Century Link, the telecom provider, to increase the Commission's bandwidth with regard to the internet service.

Mr. Muhs further acknowledged that the Commission's IT staff had been able to give all Commission employees the ability to work remotely within a period of two days. Staff is now working to move toward the Microsoft 365 environment. This will allow for staff to utilize Microsoft Teams, a remote collaborative work environment.

In response to an inquiry by Mr. Dwyer, Mr. Muhs stated that the Commission has not furloughed any employees.

In response to an inquiry by Mr. Stroik, Mr. Muhs stated that based on discussions with Commission staff, there did not appear to be a need to allocate additional funds to assist staff with the purchase of home computer equipment.

In response to an inquiry by Mr. Nelson, Mr. Muhs stated that the survey and wetland staff have continued to conduct field work. Those staff are traveling individually to job sites, with one person driving a Commission vehicle. In addition, those staff must abide by the physical distancing recommendations.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Dwyer asked Mr. Muhs if there were any correspondence or announcements. Mr. Muhs stated that he did not have any correspondence or announcements.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:00 p.m. on a motion by Mr. Stroik, seconded by Mr. Nelson, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary