

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, July 23, 2020

1:30 p.m.

Meeting Occurred Virtually via Video and Telephone Conference

Present:

Excused:

Committee Members:

James T. Dwyer  
Donna Brown-Martin  
Thomas H. Buestrin  
Charles L. Colman  
Michael A. Crowley  
Mike Dawson  
Robert W. Pitts  
Daniel S. Schmidt  
David L. Stroik  
Gustave W. Wirth, Jr.

Aloysius Nelson

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. Chairman Dwyer indicated for the record that Commissioner Nelson had asked to be excused.

#### APPROVAL OF MINUTES OF JUNE 25, 2020, MEETING

Chairman Dwyer asked if there were any changes or additions to the June 25, 2020, meeting minutes. There were none.

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on June 25, 2020, were approved as published.

#### APPROVAL OF DISBURSEMENTS

##### 2020 Reporting Period No. 13

Ms. Larsen distributed copies of the Check Register for the 13<sup>th</sup> financial reporting period of June 8, 2020, to June 21, 2020.

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

- Big Jim's Small Engine Service (page 1); this payment was to repair the Commission's jackhammer.
- Clear-Vu Window Cleaning, Inc. (page 2); this payment was for the semi-annual indoor and outdoor window washing.
- West Bend Mutual Insurance Company (page 4); this payment was for the renewal of the Commission's business insurance for the policy period June 2020 to May 2021.
- We Energies (page 4); this payment was for the month of May 2020.

In response to an inquiry by Mr. Colman concerning a portion of the payment to Cardmember Service (page 1), Ms. Larsen stated that six wall-mounted and one free-standing touchless hand sanitizer units were purchased for the Commission building.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Dawson, and carried unanimously, the Commission disbursements for the 13<sup>th</sup> reporting period of 2020 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then approved the affixing of their signatures to the Check Register for the 13<sup>th</sup> reporting period of 2020 (copy attached to Official Minutes).

#### **2020 Reporting Period No. 14**

Ms. Larsen distributed copies of the Check Register for the 14<sup>th</sup> financial reporting period of June 22, 2020, to July 5, 2020.

In response to an inquiry by Mr. Dwyer concerning payment to the University of Wisconsin-Madison (page 3), Ms. Larsen stated this payment was 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 14<sup>th</sup> reporting period of 2020 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then approved the affixing of their signatures to the Check Register for the 14<sup>th</sup> reporting period of 2020 (copy attached to Official Minutes).

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

Copies of the Statement of Projected Revenues and Expenditures as of reporting period 14 ending on July 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 represented just over 50 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 June meeting.
2. The service agreement revenues on the Statement remain unchanged from the report presented at the June meeting.

3. The projection of expenditures through the end of the year compared with the budgeted revenues indicates a surplus of just over \$245,000 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 the audit, replacement equipment, and automobile replacement.
4. 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.
5. The Commission had on hand as of July 5, 2020, approximately \$6.70 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 0.14 percent interest, and various money market and certificate of deposit accounts.

In response to an inquiry by Mr. Colman, Ms. Larsen stated that the deficit shown in the Community Assistance program area is comprised of SEWRPC funds. This deficit will be offset by surplus SEWRPC funds shown in the remaining program areas.

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 July 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 there were none.

#### **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. Stroik, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs  
Deputy Secretary