

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, January 21, 2021

1:30 p.m.

Meeting Occurred Virtually via Video and Telephone Conference

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman
Donna Brown-Martin
Michael A. Crowley
Charles L. Colman
Aloysius Nelson
Robert W. Pitts
Daniel S. Schmidt
David L. Stroik
Gustave W. Wirth, Jr.

Thomas H. Buestrin
Jonathan Delagrave

Staff:

Kevin J. Muhs
Benjamin R. McKay
Elizabeth Larsen
Catherine Pozum

Executive Director
Deputy Director
Director of Administration
Human Resources Assistant/Bookkeeper

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 Commissioners Buestrin and Delagrave had asked to be excused.

APPROVAL OF MINUTES OF NOVEMBER 19, 2020, MEETING

Chairman Dwyer asked if there were any changes or additions to the November 19, 2020, meeting minutes. There were none.

On a motion by Mr. Schmidt, seconded by Mr. Nelson, and carried unanimously, the minutes of the Administrative Committee meeting held on November 19, 2020, were approved as published.

APPROVAL OF DISBURSEMENTS

2020 Reporting Period No. 23

Ms. Larsen distributed copies of the Check Register for the 23rd financial reporting period of October 26, 2020, to November 8, 2020.

In response to an inquiry by Mr. Nelson concerning payment to Johns Disposal Service, Inc. (page 2), Ms. Larsen stated this payment was for one month of garbage and recycling pickup.

In response to a second inquiry by Mr. Nelson concerning payment to Right Choice Janitorial Supply, LLC (page 2), Ms. Larsen stated this payment was for the purchase of cleaning and toiletry supplies for the Commission building.

In response to an inquiry by Mr. Dwyer concerning payment to ITU AbsorbTech, Inc. (page 2), Ms. Larsen stated this payment was for towels used in the Commission's print shop.

In response to an inquiry by Mr. Colman concerning payment to R.S. Means Company, LLC (page 3), Ms. Larsen stated this payment was for construction data that the Commission uses as part of ongoing housing related work.

In response to a second inquiry by Mr. Colman concerning payment to Total Mechanical, Inc. (page 3), Ms. Larsen stated that a portion of this payment was the quarterly maintenance on the Commission's HVAC system. The portion of this payment in the amount of \$475.21, was for repairs on the ductless HVAC system in the Commission's basement print shop.

There being no additional questions or comments, on a motion by Mr. Wirth, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 23rd 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 23rd reporting period of 2020 (copy attached to Official Minutes).

2020 Reporting Period No. 24

Ms. Larsen distributed copies of the Check Register for the 24th financial reporting period of November 9, 2020, to November 22, 2020.

In response to an inquiry by Mr. Nelson concerning payment to United Way of Greater Milwaukee and Waukesha Counties (page 3), Ms. Larsen stated this payment is a payroll deduction in which staff may choose to donate to United Way.

In response to a second inquiry by Mr. Nelson concerning payment to Xerox Corporation (page 3), Ms. Larsen stated this payment reflects usage charges for documents printed using the Commission's Xerox copiers.

In response to an inquiry by Mr. Dwyer concerning payment to CenturyLink Business Services (page 1), Ms. Larsen stated that this is the monthly recurring payment for the Commission's internet and telephone service.

In response to an inquiry by Mr. Colman concerning payment to Extensis (page 2), Ms. Larsen stated that this payment was the annual maintenance renewal for an image software called Mr. SID. This software is

used to combine several smaller aerial orthophotographs into larger orthophotos and will also allow for the larger orthophotos to be compressed as needed.

In response to an inquiry by Mr. Crowley concerning payment to Catherine Pozum (page 2), Ms. Larsen stated that this payment was to reimburse Ms. Pozum for two MATC accounting courses that she had been asked to enroll in to give her a greater understanding of payroll and accounts payable practices.

There being no additional questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 24th 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 24th reporting period of 2020 (copy attached to Official Minutes).

2020 Reporting Period No. 25

Ms. Larsen distributed copies of the Check Register for the 25th financial reporting period of November 23, 2020, to December 6, 2020.

In response to an inquiry by Mr. Nelson concerning payment to United States Geological Service (page 3), Ms. Larsen stated this payment was for the stream gaging program. She then noted that the stream gaging program is a long running program where 15 stream gages have been placed in various locations in the Milwaukee River, the Kinnickinnic River, the Root River, the Pike River, the Bark River, the Fox River, and the Mukwonago River. This is a cooperative program with the Commission acting as the fiscal agent. The USGS and the Milwaukee Metropolitan Sewerage District, the City of Delafield, the Kenosha Water Utility, the Racine Water Utility, Upper Nemahbin Lake Management District, and Waukesha County cost share this program.

In response to an inquiry by Mr. Dwyer concerning payment to Taylor and Francis (page 3), Ms. Larsen stated this payment was for the annual subscription to the American Planning Association Journals. Ms. Larsen further stated that this payment was incorrectly coded to the postage expense account. It should have been coded to the library expense account.

There being no additional questions or comments, on a motion by Mr. Nelson, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 25th 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 25th reporting period of 2020 (copy attached to Official Minutes).

2020 Reporting Period No. 26

Ms. Larsen distributed copies of the Check Register for the 26th financial reporting period of December 7, 2020, to December 20, 2020.

In response to an inquiry by Mr. Dwyer concerning payment to the City of Pewaukee (page 1), Ms. Larsen stated this was the payment in lieu of taxes (PILOT) that is made annually to the City. The Commission agreed to make an annual PILOT payment to the City at the time the building was purchased. Ms. Larsen then noted that this payment has increased an average of \$200 per year over the last eight years.

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 26th 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 26th reporting period of 2020 (copy attached to Official Minutes).

2021 Reporting Period No. 1

Ms. Larsen distributed copies of the Check Register for the 1st financial reporting period of December 20, 2020, to January 3, 2020.

In response to an inquiry by Mr. Nelson concerning payment to Gold Star Cleaning, Inc. (page 1), Ms. Larsen stated this is the monthly payment for the building cleaning service.

In response to an inquiry by Mr. Colman 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., which was acquired by Bentley Systems.

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 1st reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then approved the affixing of their signatures to the Check Register for the 1st reporting period of 2021 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 3, 2021

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 1 ending on January 3, 2021, 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 2020. 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. 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

2021 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 2019 financial audit. These accounts will be adjusted upon completion of the audit for 2020.
4. The Commission had on hand as of January 3, 2021, approximately \$6.97 million. This includes about \$390,310 of unearned revenue provided to the Commission in advance of expenditures.
5. The funds on hand are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 0.10 percent interest, and certificate of deposit accounts.

There being no questions or comments, on a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 3, 2021, 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 1:52 p.m. on a motion by Mr. Wirth, seconded by Mr. Nelson, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary