

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, February 18, 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 JANUARY 21, 2021, MEETING

Chairman Dwyer asked if there were any changes or additions to the January 21, 2021, 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 January 21, 2021, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

### **2021 Reporting Period No. 2**

Ms. Larsen distributed copies of the Check Register for the 2<sup>nd</sup> financial reporting period of January 4, 2021, to January 17, 2021.

In response to an inquiry by Mr. Nelson concerning payment to the American Planning Association (page 1), Ms. Larsen stated this payment was for the annual membership renewal.

Mr. Dwyer inquired about several payments. Ms. Larsen responded as follows:

- Oak Ridge Contracting, Inc., (page 2); this payment is for snow plowing services for the Commission parking lot for the month of January 2021.
- Transportation Development Association (page 3); this payment represents the association dues for 2021.
- UWM Foundation (page 3); this payment is for the University of Wisconsin-Milwaukee scholarship the Commission is sponsoring for the 2021 – 2022 school year.

In response to an inquiry by Mr. Colman concerning payment to METER Group, Inc. (page 2), Ms. Larsen stated this payment was for the annual renewal on software that enables staff to remotely track data from the Chloride monitors.

There being no additional questions or comments, on a motion by Mr. Nelson, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 2<sup>nd</sup> 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 2<sup>nd</sup> reporting period of 2021 (copy attached to Official Minutes).

### **2021 Reporting Period No. 3**

Ms. Larsen distributed copies of the Check Register for the 3<sup>rd</sup> financial reporting period of January 18, 2021, to January 31, 2021.

Mr. Nelson inquired about several payments. Ms. Larsen responded as follows:

- MRA/The Management Association, Inc., (page 2); the payment was for Ms. Larsen to virtually attend the Employment Law Update seminar hosted by MRA.
- Terminal-Andrae, Inc. (page 2); this payment was to the electrician to repair the outdoor lighting fixtures, including the parking lot lights.
- University of Wisconsin-Madison (page 3); this payment was for testing of water samples as part of the Chloride Impact Study.

In response to an inquiry by Mr. Colman concerning payment to Ayers Associates (page 1), Ms. Larsen stated Ayers Associates is the consultant used for the 2020 Orthoimagery project. This is the final payment due to Ayers for the project.

In response to an inquiry by Ms. Brown-Martin 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. Nelson, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 3<sup>rd</sup> 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 3<sup>rd</sup> reporting period of 2021 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 31, 2021**

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 3 ending on January 31, 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 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 2019 financial audit. These accounts will be adjusted upon completion of the audit for 2020.
4. The projection of expenditures through the end of the year compared with the budgeted revenues, as approved in the 2021 Overall Work Program, indicates a surplus of just over \$871,000 for the continuing program projects. This is a typical pattern encountered in the early stages of carrying out the Commission's annual work program. The surplus will decline throughout the year. The surplus may be expected to decline to less than \$150,000 throughout the year with the payment of items such as the payment in lieu of taxes to the City of Pewaukee and payments for business insurance and audit, replacement equipment, and the 2021 automobile replacement.
5. The Commission had on hand as of January 31, 2021, approximately \$6.36 million. This includes about \$390,310 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 0.09 percent interest, and certificate of deposit accounts.

In response to an inquiry by Mr. Colman, Ms. Larsen stated that the difference in cash on hand between January 31, 2020, and January 31, 2021, is due to the timing of receivables, particularly regarding the annual tax levy receipts.

There being no questions or comments, on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 31, 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 announced that the Town of Jackson had passed a resolution that recognized Mr. Benjamin McKay, Deputy Director, for his work on the Town of Jackson comprehensive plan.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 1:50 p.m. on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs  
Deputy Secretary