

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, June 24, 2021

1:30 p.m.

SEWRPC Office Building  
Commissioners' Conference Room  
W239 N1812 Rockwood Drive  
Waukesha, WI 5318

Meeting Occurred in Person and Virtually via Video and Telephone Conference

Present:

Excused:

Committee Members:

Michael A. Crowley  
Donna Brown-Martin  
Thomas H. Buestrin  
Charles L. Colman  
Jonathan Delagrave  
Aloysius Nelson  
Robert W. Pitts  
Daniel S. Schmidt  
David L. Stroik  
Gustave W. Wirth, Jr.

James T. Dwyer, Chairman

Staff:

Kevin J. Muhs	Executive Director
Benjamin R. McKay	Deputy Director
Elizabeth Larsen	Director of Administration
Catherine Pozum	Human Resources Assistant/Bookkeeper

#### ROLL CALL

Commission Vice-Chairman Crowley called the meeting to order at 1:35 p.m. Roll call was taken, and a quorum was declared present. Vice-Chairman Crowley indicated for the record that Commissioner Dwyer had asked to be excused.

#### APPROVAL OF MINUTES OF MAY 20, 2021, MEETING

Vice-Chairman Crowley asked if there were any changes or additions to the May 20, 2021, meeting minutes. There were none.

On a motion by Mr. Nelson, seconded by Mr. Delagrave, and carried unanimously, the minutes of the Administrative Committee meeting held on May 20, 2021, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

### **2021 Reporting Period No. 10**

Copies of the Check Register for the 10<sup>th</sup> financial reporting period of April 26, 2021, to May 9, 2021, were distributed to the Committee.

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

- MetroGo!, Inc. (page 2); this payment was for assistance with the Commission's workforce mobility planning work with the University of Wisconsin-Milwaukee, funded by the National Science Foundation-CIVIC program.
- Remix Software, Inc. (page 2); this payment was for an additional software license to provide the City of Kenosha access to the Remix transit planning software currently used by the Commission. The City of Kenosha reimbursed the Commission for this one-year license.
- Spanish Journal Corporation (page 2); this payment was for an employment advertisement for an environmental planning technician in the Environmental Division.
- Waukesha County Business Alliance, Inc. (page 3); this payment was for assistance with the Commission's workforce mobility planning work with the University of Wisconsin-Milwaukee, funded by the National Science Foundation-CIVIC program.

In response to an inquiry by Ms. Brown-Martin concerning payment to The Conference Group (page 2), Ms. Larsen stated said this payment was for the Commission's conference call line.

There being no additional questions or comments, on a motion by Mr. Delagrave, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 10<sup>th</sup> reporting period of 2021 were approved.

Vice-Chairman Crowley, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 10<sup>th</sup> reporting period of 2021 (copy attached to Official Minutes).

### **2021 Reporting Period No. 11**

Copies of the Check Register for the 11<sup>th</sup> financial reporting period of May 10, 2021, to May 23, 2021, were distributed to the Committee.

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

- Bernsten International, Inc. (page 1); this payment was for the purchase of 125 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.
- Ethnically Diverse Business Coalition (page 1); this payment was the re-issuance of a contractual payment to one of the Commission's nine community partner organizations as part of the VISION 2050 outreach process conducted in December 2019. Under that contract, the Commission reimbursed to the partners \$1,250 in exchange for assisting with VISION 2050 public outreach. The original payment had been lost, and needed to be voided and re-issued.

- The Water Council (page 2); this payment was for two months' rent for the Commission's office space at the Global Water Center.

In response to an inquiry by Mr. Colman, concerning a portion of the payment to Cardmember Service (page 1), Ms. Larsen stated that the firewall equipment for the Commission's computer network was replaced, and a 10 TB external hard drive was purchased to send the Commission's 2020 orthophoto imagery to ESRI on behalf of the Counties for ESRI's use in their Community Maps Program. The orthophoto data will then become available to all municipalities within the Region through the ESRI mapping software.

There being no additional questions or comments, on a motion by Mr. Nelson, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 11<sup>th</sup> reporting period of 2021 were approved.

Vice-Chairman Crowley, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 11<sup>th</sup> reporting period of 2021 (copy attached to Official Minutes).

### **2021 Reporting Period No. 12**

Copies of the Check Register for the 12<sup>th</sup> financial reporting period of May 23, 2021, to June 6, 2021, were distributed to the Committee.

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

- Bentley Systems, Inc. (page 1); this payment is for the annual renewal of a license for software that will edit topographic and cadastral map files.
- CDW Government, Inc. (page 1); this payment was for memory upgrades for 12 staff computers.
- Dell Marketing L.P. (page 1); this payment was for the purchase of 4 desktop computers and 8 laptop computers. The purchase of these computers was within the 2021 budget for the replacement of computer equipment.
- PTV America, Inc. (page 2); this payment was for the purchase of an annual license for a microsimulation traffic modeling software for use in the Transportation Division.
- Rev's Pre-Cast Concrete Corp. (page 2); this payment was for the purchase of 12 concrete monument markers.
- Software Hardware Integration Internal Corp (page 2); this payment was for year two of the renewal fee for Microsoft Office 365 software. This software was purchased under a three-year agreement, with the third year no longer eligible for a government discount.
- United States Geological Survey (page 3); this payment was for the stream gaging program, which is a long running program where 15 stream gages have been placed in various rivers throughout the Region. 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.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Delagrave, and carried unanimously, the Commission disbursements for the 12<sup>th</sup> reporting period of 2021 were approved.

Vice-Chairman Crowley, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 12<sup>th</sup> reporting period of 2021 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JUNE 6, 2021**

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 12, ending on June 6, 2021, were distributed for Committee review. Vice-Chairman Crowley 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 40 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 May meeting.
2. The service agreement revenues remain unchanged from the report presented at the May meeting.
3. The projection of expenditures through the end of the year compared with the budgeted revenues indicates a surplus of just over \$122,000 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 business insurance, audit, replacement equipment, and automobile replacement.
4. 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.
5. The Commission had on hand as of June 6, 2021, approximately \$5.8 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 0.05 percent interest, and certificate of deposit accounts.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending June 6, 2021, was accepted to be placed on file (copy attached to Official Minutes).

### **REPORT ON STAFF COMPENSATION**

Mr. Muhs reported that a Compensation Subcommittee including himself and Commissioners Brown-Martin, Buestrin, Colman, Crowley, Delagrave, Nelson, and Stroik met to review recommended staff salary merit adjustments to be in effect from July 2021 through June 2022. The Subcommittee met prior to the Administrative Committee meeting and approved the proposed salary adjustments. The proposed salary adjustments average 3.2 percent. Excluding promotions, the increase is 3.0 percent.

There being no additional discussion, the Commission Compensation Plan was approved.

**CORRESPONDENCE AND ANNOUNCEMENTS**

Vice-Chairman Crowley 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 1:50 p.m. on a motion by Mr. Nelson, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs  
Deputy Secretary

MC/KJM/BRM/EAL/cp  
#258105