

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, July 22, 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:

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

Jonathan Delagrave

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 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 Delagrave had asked to be excused.

APPROVAL OF MINUTES OF JULY 22, 2021, MEETING

Chairman Dwyer asked if there were any changes or additions to the June 24, 2021, 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 24, 2021, were approved as published.

APPROVAL OF DISBURSEMENTS

2021 Reporting Period No. 13

Copies of the Check Register for the 13th financial reporting period of June 7, 2021, to June 20, 2021, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer, Ms. Larsen stated that the payment to National Lead for America Inc. (page 2), was the second payment due under a two-year agreement where a fellow from Lead for America is working with staff on the Regional Food System Plan.

In response to a second inquiry by Mr. Dwyer, Ms. Larsen stated that the payment to Lindenmeyer Munroe (page 2), was for the purchase of paper used for all Commission documents, correspondence, and office needs.

In response to an inquiry by Mr. Colman concerning payment to BPI Color (page 1), Ms. Larsen stated this was for the purchase of plotter paper.

In response to a second inquiry by Mr. Colman concerning payment to Bernsten International, Inc., (page 1), Ms. Larsen stated this payment was for 47 brass monument caps.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 13th reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 13th reporting period of 2021 (copy attached to Official Minutes).

2021 Reporting Period No. 14

Copies of the Check Register for the 14th financial reporting period of June 21, 2021, to July 4, 2021, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer concerning a portion of the payment to Cardmember Service, (page 1), Ms. Larsen stated that the amount of this payment that was coded to capital outlay was for the purchase of computer hardware and equipment. This included laptop docking stations, webcams and headsets, and a field tablet for use by the wetland staff.

In response to a second inquiry by Mr. Dwyer concerning payment to Terminal-Andrae, Inc. (page 2), Ms. Larsen stated this payment was for a service call to replace outside light bulbs in the Commission parking lot and around the perimeter of the building.

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 14th reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 14th reporting period of 2021 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JULY 4, 2021

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 14, ending on July 4, 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 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 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 nearly \$107,000 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, the balance due on the audit, an upgrade to the Commission's website, and the 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 July 4, 2021, approximately \$6.2 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 0.04 percent interest, and certificate of deposit accounts.

In response to an inquiry by Mr. Colman concerning the deficit in the water quality planning program and the surplus in the floodland management planning program, Ms. Larsen stated that both of these program areas are primarily funded by service agreement revenue and tax levy, with the Wisconsin Department of Natural Resources contributing \$165,000 to the water quality planning program. The Commission staff that work on both of these planning areas will often work on projects within one or the other planning area and thus the surplus and deficit will essentially become a net zero gain/loss for the year.

There being no further 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 July 4, 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. Crowley announced the retirement of Nancee Nejedlo. In addition, Ms. Larsen announced the upcoming retirement of Jean Peters in September.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:43 p.m. on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary

JD/KJM/BRM/EAL/cp
#258417