

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, January 20, 2022

1:30 p.m.

SEWRPC Office Building
Commissioners' Conference Room
W239 N1812 Rockwood Drive
Waukesha, WI 53188

Meeting Occurred in Person and Virtually via Video and Telephone Conference

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman
Charles L. Colman
Donna Brown-Martin
Thomas H. Buestrin
Michael A. Crowley
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

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 NOVEMBER 18, 2021, MEETING

Chairman Dwyer asked if there were any changes or additions to the November 18, 2021, 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 18, 2021, were approved as published.

APPROVAL OF DISBURSEMENTS

2021 Reporting Period No. 23

Copies of the Check Register for the 23rd financial reporting period of October 25, 2021, to November 8, 2021, were distributed to the Committee.

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

- CDW Government, Inc. (page 1); this payment was for a three-year renewal of VM Software. This software allows for multiple virtual computers to run simultaneously on one computer server, thereby increasing staff efficiency in maintaining the Commission's computer network.
- Kaleb Kutz (page 2); 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.
- Total Mechanical (page 3); this payment was for the quarterly maintenance on the Commission's HVAC units.

In response to an inquiry by Mr. Colman concerning payment to Professional Interpreting Enterprise (page 2), Mr. Muhs stated this was for a sign language interpreter needed for a Commission public meeting held on October 25, 2021.

In response to an inquiry by Mr. Nelson concerning payment to Wachtel Tree Science, Inc. (page 3), Ms. Larsen stated this was for an insecticide and root treatment to a Honey Locust tree located on the west side of the Commission building.

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 23rd reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 23rd reporting period of 2021 (copy attached to Official Minutes).

2021 Reporting Period No. 24

Copies of the Check Register for the 24th financial reporting period of November 9, 2021, to November 21, 2021, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer concerning payment to GeoCue Group, Inc. (page 1), Ms. Larsen stated this was the annual payment was for the software that aids in the U.S. Public Land Survey datum conversions and also is able to generate contour lines using LiDAR data sets.

In response to an additional inquiry by Mr. Dwyer concerning payment to Total Mechanical, Inc. (page 3), Ms. Larsen stated this payment was for the purchase of a new evaporator coil for the rooftop unit five, the main HVAC unit that was replaced in 2012. This amount is for the purchase of the equipment and does not include installation costs. The coil will be installed in the HVAC unit when temperatures warm.

Mr. Buestrin asked what Total Mechanical charges for labor costs.

[Secretary's note: Total Mechanical's current labor cost is \$112.00 per hour.]

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 24th reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 24th reporting period of 2021 (copy attached to Official Minutes).

2021 Reporting Period No. 25

Copies of the Check Register for the 25th financial reporting period of November 22, 2021, to December 5, 2021, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer concerning payment to Bentley Systems, Inc. (page 1), Ms. Larsen stated that this was for the annual license renewal for the long-range forecasting software program used for arterial street and highway forecasts.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 25th reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 25th reporting period of 2021 (copy attached to Official Minutes).

2021 Reporting Period No. 26

Copies of the Check Register for the 26th financial reporting period of December 6, 2021, to December 19, 2021, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to Century City Triangle Neighborhood Associates (page 1), Ms. Larsen stated that this payment was for outreach services as part of the North-South Transit Enhancement Study. Mr. Muhs further stated this is a pass through payment and will be reimbursed by Milwaukee County.

In response to a second inquiry by Mr. Colman concerning payment to Miovision Technologies, Inc. (page 2), Ms. Larsen stated that this payment was to replace a lost check dated October 2021. This payment was for analyzing videos taken for three traffic studies.

There being no additional questions or comments, on a motion by Mr. Pitts, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 26th reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 26th reporting period of 2021 (copy attached to Official Minutes).

2022 Reporting Period No. 1

Copies of the Check Register for the 1st financial reporting period of December 20, 2021, to January 2, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to DLT Solutions, LLC (page 1), Ms. Larsen stated that this was for a three-year renewal of an AutoCad software license. This software is used in the Commission's Transportation and Environmental Divisions.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Buestrin, and carried unanimously, the Commission disbursements for the 1st reporting period of 2022 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 1st reporting period of 2022 (copy attached to Official Minutes).

REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 2, 2022

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 1, ending on January 2, 2022, 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 2021. 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 2022 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 2020 financial audit. These accounts will be adjusted upon completion of the audit for 2021.
4. The Commission had on hand as of January 2, 2022, approximately \$5.72 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 0.06 percent interest, and certificate of deposit accounts.

In response to an inquiry by Mr. Buestrin, Ms. Larsen stated ProHealth Care, Inc. in October 2021, signed a one-year lease extension effective through March 2023.

In response to an inquiry by Mr. Nelson, Ms. Larsen stated that the Community Assistance planning program budget increased due to a shifting of how the tax levy dollars are allocated among the planning program areas. This shift was due to re-allocation of staff among the planning program areas based upon staff workload within those program areas.

There being no questions or comments, on a motion by Mr. Nelson, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 2, 2022, 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. There were none.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:45 p.m. on a motion by Mr. Colman, seconded by Mr. Nelson, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary