

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, April 21, 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  
Donna Brown-Martin  
Thomas H. Buestrin  
Charles L. Colman  
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 M. 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 FEBRUARY 17, 2022, MEETING

Chairman Dwyer asked if there were any changes or additions to the February 17, 2022, meeting minutes. There were none.

On a motion by Mr. Schmidt, seconded by Mr. Crowley, and carried unanimously, the minutes of the Administrative Committee meeting held on February 17, 2022, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

### **2022 Reporting Period No. 4**

Copies of the Check Register for the 4<sup>th</sup> financial reporting period of January 31, 2022, to February 13, 2022, were distributed to the Committee.

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

- Master Graphics (page 2); this payment is for the purchase of toner for the Commission plotters.
- Oak Ridge Contracting, Inc. (page 2); this payment is for the plowing and salting of the Commission parking lots for the month of January 2022.
- Hana Takhtfiroozeh (page 2); this payment reimbursed Ms. Takhtfiroozeh, a Commission employee, travel expenses for her attendance at the Transportation Research Board conference held in Washington, D.C. in January 2022.

In response to an inquiry by Mr. Nelson concerning payment to River North Transit, LLC, (page 2), Ms. Larsen stated this was for Via Transportation, the vendor providing rideshare services as part of the FlexRide Milwaukee project. This payment will be reimbursed by the University of Wisconsin-Milwaukee as part of the National Science Foundation contract.

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 4<sup>th</sup> reporting period of 2022 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 4<sup>th</sup> reporting period of 2022 (copy attached to Official Minutes).

### **2022 Reporting Period No. 5**

Copies of the Check Register for the 5<sup>th</sup> financial reporting period of February 14, 2022, to February 27, 2022, were distributed to the Committee.

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

- OpenVPN, Inc. (page 1); this payment is the annual renewal of the software that permits staff to access the Commission's network from outside the building
- AT&T (page 1); this payment is for POTS lines (plain old telephone lines). These lines service the two elevators and the server room.
- Cardmember Service (page 1); the portion of this payment that is coded to Telephone Expense is for monthly payments for three third party web sites the Commission is temporarily hosting as part of ongoing transportation study projects, and the cloud back up service. The companies for each of these payments do not allow for payment of these services using an accounts payable check.

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There being no additional questions or comments, on a motion by Mr. Pitts, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 5<sup>th</sup> reporting period of 2022 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 5<sup>th</sup> reporting period of 2022 (copy attached to Official Minutes).

**2022 Reporting Period No. 6**

Copies of the Check Register for the 6<sup>th</sup> financial reporting period of February 28, 2022, to March 13, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer concerning payment to CenturyLink (page 1), Ms. Larsen stated this payment is for the February and March internet and telephone service.

In response to an inquiry by Mr. Crowley concerning payment to the City of Pewaukee (page 1), Ms. Larsen stated this is for a filing fee for the Commission's tax exemption status.

In response to an inquiry by Mr. Nelson concerning payment to Lindenmeyr Munroe (page 2), Ms. Larsen stated this is for the purchase of paper used for all Commission documents, correspondence, and office needs.

Mr. Colman inquired about a number of payments. Ms. Larsen responded as follows:

- ESRI, Inc. (page 1); this payment is annual renewal of the ArcGIS software licenses for 48 users on the Commission staff.
- Metcalfe Park Community Bridges (page 2); this payment is for reimbursement to Metcalfe Park Community Bridges for assisting with outreach efforts for the North South Transit Enhancement Study. This is a pass-through payment to be reimbursed by Milwaukee County.
- Milwaukee Yacht Club Inc. (page 2); this payment is for the Commission's annual recognition dinner for the Commissioners.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 6<sup>th</sup> reporting period of 2022 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 6<sup>th</sup> reporting period of 2022 (copy attached to Official Minutes).

**2022 Reporting Period No. 7**

Copies of the Check Register for the 7<sup>th</sup> financial reporting period of March 14, 2022, to March 27, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer concerning payment to Verizon Wireless (page 3), Ms. Larsen stated that this is the Commission's cellular phone provider. The cellular phones are used by field staff and the Commission's Total Station for field surveying uses a cellular data line.

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There being no additional questions or comments, on a motion by Mr. Colman, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 7<sup>th</sup> reporting period of 2022 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 7<sup>th</sup> reporting period of 2022 (copy attached to Official Minutes).

**REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MARCH 27, 2022**

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 7, ending on March 27, 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 represented just under 25 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 February meeting.
2. The service agreement revenues remain unchanged from the report presented at the February meeting.
3. The liability 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 projection of expenditures through the end of the year compared with the budgeted revenues, as approved in the 2022 Overall Work Program, indicates a surplus of just over \$630,000 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 may be expected to decline to less than \$200,000 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 the audit, replacement equipment, and the 2022 automobile replacement.
5. The Commission had on hand as of March 27, 2022, approximately \$7.54 million. This includes about \$351,000 of unearned revenue provided to the Commission in advance of expenditures.
6. The funds on hand are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 0.07 percent interest, certificate of deposit accounts, and money market accounts.
7. This Statement reflects the January 2022 approved Commission Reserves Policy. The minimum and maximum reserve fund have been noted. These numbers reflect the findings of the 2020 Commission Audit and will be adjusted upon completion of the 2021 Audit.

There being no questions or comments, on a motion by Mr. Pitts, seconded by Mr. Nelson, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending March 27, 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. Mr. Muhs announced that at the May Committee meeting, the Commission will discuss the 2021 audit, assumptions for the proposed 2023 budget, proposed salary adjustments, and the business insurance renewal.

**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. Nelson, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs  
Deputy Secretary

JD/KJM/BRM/EAL/cp  
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