

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, August 18, 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  
Charles L. Colman  
Michael A. Crowley  
Aloysius Nelson  
Robert W. Pitts  
Daniel S. Schmidt  
David L. Stroik  
Gustave W. Wirth, Jr.

Thomas H. Buestrin  
Jonathan Delagrave

Staff:

Kevin J. Muhs	Executive Director
Benjamin R. McKay	Deputy Director
Elizabeth Larsen	Director of Administration
Catherine M. Pozum	Accounting/Human Resources Specialist

#### ROLL CALL

Chairman Dwyer called the meeting to order at 1:30 p.m. Roll call was taken, and a quorum was declared present.

#### APPROVAL OF MINUTES OF JULY 21, 2022, MEETING

Chairman Dwyer asked if there were any changes or additions to the July 21, 2022, 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 July 21, 2022, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

### **2022 Reporting Period No. 15**

Copies of the Check Register for the 15<sup>th</sup> financial reporting period of July 4, 2022, to July 17, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer concerning payment to Grimm Book Bindery, Inc. (page 1), Ms. Larsen stated this payment was for binding Commission meeting minutes and publications into hardcover books.

In response to an inquiry by Mr. Colman concerning payment to the Association of Metropolitan Planning Organizations (AMPO) (page 1), Ms. Larsen stated this payment represents the Commission's annual membership dues for the fiscal year July 2022 through June 2023. The AMPO is an organization that provides technical and legislative assistance to Metropolitan Planning Organizations (MPOs).

In response to a second inquiry by Mr. Colman concerning payment to Ms. Dana Shinnars (page 2), Ms. Larsen stated this payment is reimbursement to Ms. Shinnars, a Commission employee, for the registration fee for her attendance at the Association for Commuter Transportation Conference in Chicago.

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 15<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 15<sup>th</sup> reporting period of 2022 (copy attached to Official Minutes).

### **2022 Reporting Period No. 16**

Copies of the Check Register for the 16<sup>th</sup> financial reporting period of July 18, 2022, to July 31, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to PTV America, Inc. (page 2), Ms. Larsen stated this payment was for the purchase of an annual license for a microsimulation traffic modeling software for use in the Transportation Division.

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 16<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 16<sup>th</sup> reporting period of 2022 (copy attached to Official Minutes).

## **REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JULY 31, 2022**

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 16, ending on July 31, 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 nearly 60 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 July meeting.
2. The service agreement revenues remain unchanged from the report presented at the July meeting.
3. 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 \$101,000 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, an upgrade to the Commission's website and the replacement of a Commission vehicle.
4. The liability accounts reported on the Statement reflect the findings of the 2021 financial audit.
5. The Commission had on hand as of July 31, 2022, approximately \$7.38 million. This includes about \$298,000 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 1.55 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 2021 Commission Audit.

There being no additional 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 July 31, 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 stated there was no correspondence. He then acknowledged Commission staff for their efforts in assisting Kenosha County with the South Pike Branch project. Kenosha County Executive Jim Krueser had presented staff with a plaque for recognition of the Commission's work.

Mr. Muhs then noted the Commission was in receipt of a letter from the City of Wauwatosa for work directed by Ms. Laura Herrick, Chief Environmental Engineer, regarding her staffs' efforts for the Schoonmaker Creek stormwater management project.

In response to an inquiry by Mr. Pitts, Mr. Muhs stated the trade in value of the 2012 Chevrolet Traverse will not be determined until the new vehicle, the Ford Escape, is available for delivery.

In response to an inquiry by Mr. Pitts, concerning WEA Trust exiting the health insurance market, Ms. Larsen stated she is aware of this situation and the State of Wisconsin Department of Employee Trust Funds (WDETf) is working to add additional insurance options for 2023. During the WDETf enrollment period, employees who are participating with WEA Trust will need to select a new plan.

**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. Pitts, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs  
Deputy Secretary

JD/KJM/BRM/EAL/cp  
#00264253