

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, February 16, 2023

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
Michael A. Crowley
Robert W. Pitts
David L. Stroik

Thomas H. Buestrin
Charles L. Colman
Jonathan Delagrave

Staff:

Benjamin R. McKay	Interim Executive Director
Elizabeth Larsen	Director of Administration
Catherine M. Pozum	Accounting/Human Resources Specialist

ROLL CALL

Chairman Dwyer called the meeting to order at 1:40 p.m. Roll call was taken, and a quorum was declared present.

APPROVAL OF MINUTES OF JANUARY 19, 2023, MEETING

Chairman Dwyer asked if there were any changes or additions to the January 19, 2023, meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Pitts, and carried unanimously, the minutes of the Administrative Committee meeting held on January 19, 2023, were approved as published.

APPROVAL OF DISBURSEMENTS

2023 Reporting Period No. 2

Copies of the Check Register for the 2nd financial reporting period of January 2, 2023, to January 15, 2023, were distributed to the Committee.

In response to an inquiry by Ms. Brown-Martin regarding payment to Dell Marketing L.P. (page 1), Ms. Larsen stated this payment was for three years of support for the Commission's virtual storage software.

In response to an inquiry by Mr. Dwyer regarding payment to Jerry Sports Service Inc (page 1), Ms. Larsen stated this payment was for a canoe for use by the staff that conducts the lake studies.

In response to an inquiry by Mr. Crowley regarding payment to River North Transit, LLC (page 2), Ms. Larsen stated this payment was for Via Transportation, the vendor providing rideshare services as part of the FlexRide Milwaukee project.

In response to an inquiry by Ms. Brown-Martin regarding payment to Terminal-Andrae, Inc. (page 2), Ms. Larsen stated this payment was for electrician services to replace the outside lighting around the building and in the parking lot.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Pitts, and carried unanimously, the Commission disbursements for the 2nd reporting period of 2023 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. McKay then affixed their signatures to the Check Register for the 2nd reporting period of 2023 (copy attached to Official Minutes).

2023 Reporting Period No. 3

Copies of the Check Register for the 3rd financial reporting period of January 16, 2023, to January 29, 2023, were distributed to the Committee.

There being no questions or comments, on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 3rd reporting period of 2023 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. McKay then affixed their signatures to the Check Register for the 3rd reporting period of 2023 (copy attached to Official Minutes).

REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 29, 2023

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 3, ending on January 29, 2023, 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 10 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 January meeting.

2. The service agreement revenues remain unchanged from the report presented at the January meeting.
3. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2021 financial audit.
4. The Commission had on hand as of January 29, 2023, approximately \$7.6 million. This includes about \$282,000 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 4.26 percent interest, and certificate of deposit accounts. The Spring Bank CD renewed on February 13, 2023, that CD has been renewed for a period of six months, with a 3.25 percent annual percentage yield.

There being no questions or comments, on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 29, 2023, was accepted to be placed on file (copy attached to Official Minutes).

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Dwyer asked Mr. McKay if there were any correspondence or announcements. Mr. McKay stated there were none.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:49 p.m. on a motion by Mr. Pitts, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Benjamin R. McKay
Interim Deputy Secretary