

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, April 20, 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
Thomas H. Buestrin
Charles L. Colman
Michael A. Crowley
Robert W. Pitts

Jonathan Delagrave
David L. Stroik

Staff:

Benjamin R. McKay
Elizabeth Larsen

Interim Executive Director
Director of Administration

ROLL CALL

Chairman Dwyer called the meeting to order at 1:32 p.m. Roll call was taken, and a quorum was declared present.

APPROVAL OF MINUTES OF FEBRUARY 16, 2023, MEETING

Chairman Dwyer asked if there were any changes or additions to the February 16, 2023, meeting minutes. There were none.

On a motion by Mr. Pitts, seconded by Mr. Crowley, and carried unanimously, the minutes of the Administrative Committee meeting held on February 16, 2023, were approved as published.

APPROVAL OF DISBURSEMENTS

2023 Reporting Period No. 4

Copies of the Check Register for the 4th financial reporting period of January 30, 2023, to February 12, 2023, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer concerning payment to Northwoods Software Development, Inc. (page 2), Ms. Larsen stated this was a progress payment for work toward the development of a new Commission website.

In response to a second inquiry by Mr. Dwyer concerning payment to Oak Ridge Contracting (page 2), Ms. Larsen stated this was payment for snowplowing services for the month of January 2023.

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

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Colman, and carried unanimously, the Commission disbursements for the 4th reporting period of 2023 were approved.

Chairman Dwyer, Mr. Colman, and Mr. McKay then affixed their signatures to the Check Register for the 4th reporting period of 2023 (copy attached to Official Minutes).

2023 Reporting Period No. 5

Copies of the Check Register for the 5th financial reporting period of February 13, 2023, to February 26, 2023, were distributed to the Committee.

There being no questions or comments, on a motion by Mr. Pitts, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 5th reporting period of 2023 were approved.

Chairman Dwyer, Mr. Colman, and Mr. McKay then affixed their signatures to the Check Register for the 5th reporting period of 2023 (copy attached to Official Minutes).

2023 Reporting Period No. 6

Copies of the Check Register for the 6th financial reporting period of February 27, 2023, to March 12, 2023, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer concerning payment to Avaya, Inc (page 1), Ms. Larsen stated this was an annual maintenance payment for the Commission's telephone system. She then noted that Avaya had submitted the invoice for a two-year period, and she had requested a refund for the second-year payment.

In response to a second inquiry by Mr. Dwyer concerning payment to Finline Printing Group (page 2), Ms. Larsen stated small promotional giveaway items were purchased in support of the CommuteWISE program. She further noted that Finline is a Disadvantaged Business Enterprise.

In response to an inquiry by Mr. Crowley concerning payment to Joel E. Dietl (page 1), Ms. Larsen stated this payment was for the American Planning Association National Conference registration that Mr. Dietl, Chief Land Use Planner, attended in Washington DC at the beginning of April.

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In response to a second inquiry by Mr. Crowley concerning payment to Michael G. Gosetti (page 2), Ms. Larsen stated this payment was for Mr. Gosetti to attend the annual Land Information Officer meeting in Reedsburg.

In response to an inquiry by Mr. Crowley concerning payment to Spano Pratt (page 3), Ms. Larsen stated this payment was the second of three payments for the ongoing executive director search.

In response to an inquiry by Ms. Brown-Martin concerning payment to We Energies (page 4), Ms. Larsen stated this payment for gas and electrical usage for the month of February 2023.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Pitts, and carried unanimously, the Commission disbursements for the 6th reporting period of 2023 were approved.

Chairman Dwyer, Mr. Colman, and Mr. McKay then affixed their signatures to the Check Register for the 6th reporting period of 2023 (copy attached to Official Minutes).

2023 Reporting Period No. 7

Copies of the Check Register for the 7th financial reporting period of March 13, 2023, to March 26, 2023, were distributed to the Committee.

There being no questions or comments, on a motion by Mr. Crowley, seconded by Mr. Pitts, and carried unanimously, the Commission disbursements for the 7th reporting period of 2023 were approved.

Chairman Dwyer, Mr. Colman, and Mr. McKay then affixed their signatures to the Check Register for the 7th reporting period of 2023 (copy attached to Official Minutes).

REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MARCH 26, 2023

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 7, ending on March 26, 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 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 2021 financial audit. These accounts will be adjusted upon completion of the audit for 2022.
4. The projection of expenditures through the end of the year compared with the budgeted revenues, as approved in the 2023 Overall Work Program, indicates a surplus of just over \$600,000 for the continuing program projects, with an overall surplus of nearly \$350,000 due to the deficit in Chloride Impact Study. 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 website update.

5. The Commission had on hand as of March 26, 2023, approximately \$7.98 million. This includes about \$363,000 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 4.54 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 and will be adjusted upon completion of the 2022 Audit.

In response to an inquiry by Mr. Pitts, Ms. Larsen stated the Commission had ordered a Ford Escape Hybrid from Ewald Automotive in July 2022. Ms. Larsen had recently contacted Mr. Scott Kussow, Fleet Manager, at Ewald Automotive. He responded that the vehicle is not yet in production.

Ms. Brown-Martin noted that Ford is not producing corporate and fleet vehicles until November 2023 due to the high demand of personal vehicles.

In response to an additional inquiry by Mr. Pitts, Mr. Buestrin stated it is a long standing Commission policy to purchase American made vehicles. Ms. Larsen further stated that Ewald Automotive holds the State contract for fleet auto purchases.

Mr. Pitts then inquired if the Commission is able to invest in Treasury Bills. A discussion ensued. Ms. Larsen stated she would investigate purchasing a Treasury Bill as a possible addition to Commission investments.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Pitts, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending March 26, 2023, was accepted to be placed on file (copy attached to Official Minutes).

DISCUSSION OF OVERALL SALARY INCREMENT TARGET FOR 2023

Chairman Dwyer asked Ms. Larsen to initiate the salary discussion. Ms. Larsen noted that 2023 Commission budget does hold a three and a half percent salary increase, however, given the high demand for staff, and to enable the Commission to keep certain staff, a salary increase of greater than the budgeted amount may be necessary.

The Commission has recently lost three entry level staff who have gone onto positions elsewhere with senior level pay. As such, consideration must be given to highly valued staff with regard to either a larger than normal salary increment, bonuses, and offering alternative benefits.

Mr. Buestrin stated that staff should suggest a competitive salary increment. Ms. Larsen reviewed benefit options that other organizations do not offer. Mr. Colman suggested a questionnaire be sent to management staff regarding an attractive benefits package.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Dwyer asked Mr. McKay if there were any correspondence or announcements. Mr. McKay stated there was no correspondence. Ms. Larsen had an announcement.

Ms. Larsen stated that due to the recent resignation of the Accounting Specialist, she has been looking into options regarding this position. One option is to outsource payroll and hire a part-time employee to handle administrative and meeting preparation tasks, with the second option keeping payroll in-house, and hiring a full-time accounting specialist. In speaking with two payroll firms, ADP and Paychecks, it appears that outsource the payroll functions will be cost prohibitive. Ms. Larsen also spoke with the Commission's current accounting software consultant to determine if there were additional options within the software program to allow for automation of some of the accounting or human resource processes. Ms. Larsen was notified that our current accounting software will no longer be supported by 2028, with a progressive loss of support each year until 2028. As Ms. Larsen is interested in automating the human resource functions and reporting functions, she is looking into options for new fund accounting software. Preliminary quotes have indicated that software can be purchased outright for a basic package of \$15,000 – \$30,000 with a more advanced package up to \$100,000. Some of the software packages may be available at a monthly cost, software as a service, which would not have to reside on the Commission network. Ms. Larsen then noted that she is in the preliminary stages of speaking with software companies. A report on the findings will be presented at the May Administrative Committee meeting.

Ms. Larsen then also announced that at the May meeting the 2022 Audit, the 2024 Budget, the Business Insurance Renewal, and salary assumptions will be presented.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:38 p.m. on a motion by Mr. Pitts, seconded by Mr. Colman, and carried unanimously.

Respectfully submitted,

Benjamin R. McKay
Interim Deputy Secretary