

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, August 17, 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  
Thomas H. Buestrin  
Charles L. Colman  
Michael A. Crowley  
Robert W. Pitts  
David L. Stroik

Donna Brown-Martin  
Jonathan Delagrave

Staff:

Stephanie Hacker	Executive Director
Benjamin R. McKay	Deputy Director
Elizabeth Larsen	Director of Administration
Alina Panasiuk	Accounting/HR 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. Chairman Dwyer noted for the record Commissioners Brown-Martin and Delagrave had asked to be excused.

#### APPROVAL OF MINUTES OF JULY 20, 2023

Chairman Dwyer asked if there were any changes or additions to the July 20, 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 July 20, 2023, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

### **2023 Reporting Period No. 15**

Copies of the Check Register for the 15<sup>th</sup> financial reporting period of July 3, 2023, to July 16, 2023, were distributed to the Committee.

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

- Affirm Agency (page 1); this payment was for marketing services conducted as part of the Commission's CommuteWISE program.
- Cramer, Multhauf & Hammes, LLP, (page 1); this payment was for legal counsel regarding an employment issue.
- Server Supply (page 3); this payment was for four hard drives purchased for on-site storage of data from the virtual network.

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

- ALCS Lawn Care (page 1); this payment was for lawn care services.
- WEX Bank (page 2); this payment was for the Exxon Mobil gasoline credit card expenses.
- Right Choice Janitorial Supply (page 2); this payment was for cleaning and washroom supplies for the building. The payment was inadvertently coded to the wrong project and has been corrected.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Colman, and carried unanimously, the Commission disbursements for the 15<sup>th</sup> reporting period of 2023 were approved.

Chairman Dwyer, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 15<sup>th</sup> reporting period of 2023 (copy attached to Official Minutes).

### **2023 Reporting Period No. 16**

Copies of the Check Register for the 16<sup>th</sup> financial reporting period of July 16, 2023, to July 30, 2023, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer concerning payment to Ms. Jennifer Sarnecki (page 2), Ms. Larsen stated check number 014361, was a voided check, and thus the \$0.00 amount. Ms. Larsen noted check number 501927 was the payment that was mailed. This was an employee expense check for mileage reimbursement.

There being no questions or comments on a motion by Mr. Stroik, seconded by Mr. Pitts, and carried unanimously, the Commission disbursements for the 16<sup>th</sup> reporting period of 2023 were approved.

Chairman Dwyer, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 16<sup>th</sup> reporting period of 2023 (copy attached to Official Minutes).

**REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JULY 30, 2023**

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 16, ending on July 30, 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 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 2023 Overall Work Program, indicates a surplus of just over \$397,000 for the continuing program projects, with an overall surplus of nearly \$125,000 due to the deficit in Chloride Impact Study. The surplus may be expected to decline to less than \$100,000 throughout the year with the payment of items such as the payment in lieu of taxes to the City of Pewaukee and payments for replacement software and equipment.
4. The liability accounts reported in the Statement reflect the findings of the 2022 financial audit.
5. The Commission had on hand as of July 30, 2023, approximately \$6.70 million. This includes about \$381,000 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 5.15 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 2022 audit.

There being no questions or comments, on a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending July 30, 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. Ms. Larsen stated at the next Committee meeting, Commissioners will be asked to consider the purchase of a new telephone system and new office photocopiers.

Administrative Committee  
August 17, 2023

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 1:52 p.m. on a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously.

Respectfully submitted,

Stephanie Hacker  
Deputy Secretary

CLC/SRH/BRM/EAL  
#270395