

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, November 21, 2019

1:30 p.m.

SEWRPC Office Building  
Commissioners' Conference Room  
W239 N1812 Rockwood Drive  
Waukesha, Wisconsin 53187

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman  
Thomas H. Buestrin  
Charles L. Colman  
Michael A. Crowley  
Mike Dawson  
Aloysius Nelson  
Robert W. Pitts  
Nancy Russell  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Staff:

Kevin J. Muhs  
Benjamin R. McKay  
Elizabeth Larsen

Executive Director  
Deputy Director  
Director of Administration

#### 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 OCTOBER 17, 2019, MEETING

Chairman Dwyer asked if there were any changes or additions to the October 17, 2019, meeting minutes. There were none.

On a motion by Mr. Nelson, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on October 17, 2019, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

### **2019 Reporting Period No. 21**

Ms. Larsen distributed copies of the Check Register for the 21<sup>st</sup> financial reporting period of September 30, 2019, to October 13, 2019.

In response to an inquiry by Ms. Russell concerning payment to InfoUSA Marketing, Inc. (page 2), Ms. Larsen stated this payment was for demographic data, including information on jobs in the Region that will be used for the land use inventory update.

In response to a follow up question by Mr. Pitts, Mr. McKay stated the data purchased contains records of all households and businesses within the Region. The data is quite detailed and will provide a significant time savings in staff costs in preparing the land use and employment inventory updates.

In response to an additional inquiry by Ms. Russell concerning payment to Wolter Power Systems (page 4), Ms. Larsen stated this payment was for scheduled maintenance on the Commission's generator.

In response to an inquiry by Mr. Nelson concerning payment to MRA/The Management Association, Inc., (page 3), Ms. Larsen stated this was partial payment to MRA for their review of the Commission's updated personnel regulations.

In response to a second inquiry by Mr. Nelson concerning payment to Rev's Pre-Cast Concrete Corporation (page 3), Ms. Larsen stated this payment was for the purchase of four monument markers.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 21<sup>st</sup> reporting period of 2019 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then affixed their signatures to the Check Register for the 21<sup>st</sup> reporting period of 2019 (copy attached to Official Minutes).

### **2019 Reporting Period No. 22**

Ms. Larsen distributed copies of the Check Register for the 22<sup>nd</sup> financial reporting period of October 14, 2019, to October 27, 2019.

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

- Cardmember Service (page 1); a portion of this payment was for the cost of placing an employment advertisement for a Water Resources Engineer with the Milwaukee Journal/Sentinel, the American Water Resources Association, and the American Society of Civil Engineers.
- Diversified Benefit Services, Inc. (page 1); this payment was for the October administration of the Commission's Health Reimbursement Account and Flexible Spending Account programs.
- Dakota Intertek Corporation (page 1); this payment was to a consulting firm that assists the Commission staff with the Milwaukee County Surveyor Program in the installation of survey monuments within Milwaukee County.
- State of Wisconsin, DSPS Industry Services Invoicing (page 1); this payment was for the State mandated operating permits for the Commission building elevators.

- Extensis (page 2); this payment was for the annual maintenance for an image software called Mr. SID. This software is used to combine a number of smaller aerial orthophotographs into larger orthophotos and will also allow for the larger orthophotos to be compressed as needed.
- Geographic Information Services, Inc. (page 2); this payment was for the purchase of a block of technical support for staff use in the continued development of the Commission's mapping website.
- Jensen Equipment Company, Inc. (page 2); this payment was for the purchase of a jackhammer used by the survey staff when setting U.S. Public Land Survey Monuments in roadways.
- Le Mans Tech, LLC (page 3); this payment was for the purchase of a block of technical support to aid staff in the Commission's computer network administration.
- Riverworks Development Corporation (page 4); this payment was for the rental of a meeting room for the November 6, 2019, meeting of the Commission's Environmental Justice Task Force.
- Sentinel Technologies, Inc. (page 4); this is a monthly payment for maintenance on computer equipment that is no longer covered under a manufacturer's warranty.
- Taylor & Francis (page 4); this payment is for the annual subscription to the *American Planning Association Journals*.
- Century Link (page 5); this is a monthly payment for the Commission's internet and telephone service.
- US Geological Survey (page 5); was payment for the stream gaging program. Ms. Larsen then noted that the stream gaging program is a long running program where 15 stream gages have been placed in various locations in the Milwaukee River, the Kinnickinnic River, the Root River, the Pike River, the Bark River, the Fox River, and the Mukwonago River. This is a cooperative program with the Commission acting as the fiscal agent. The USGS and the Milwaukee Metropolitan Sewerage District, the City of Delafield, the Kenosha Water Utility, the Racine Water Utility, Upper Nemahbin Lake Management District, and Waukesha County cost share this program.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 22<sup>nd</sup> reporting period of 2019 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then affixed their signatures to the Check Register for the 22<sup>nd</sup> reporting period of 2019 (copy attached to Official Minutes).

### **2019 Reporting Period No. 23**

Ms. Larsen distributed copies of the Check Register for the 23<sup>rd</sup> financial reporting period of October 28, 2019, to November 10, 2019.

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

- Securian Financial Group, Inc. (page 3); this was payment for the employee term life insurance premium for the month of December. This benefit is administered through the Wisconsin Department of Employee Trust Funds.

- The Hartford (page 3); a portion of this payment represents the employee long term disability insurance premium for the month of November. The portion of this payment in the amount of \$3,259.35, represents payment for the GAP insurance premium for the months of September through November. Commission employees pay for the full amount of GAP insurance coverage should they opt to participate in the program.
- Waukesha County Technical College (page 3); this payment was for a meeting room rental for a VISION 2050 public meeting to be held at the College.

In response to an inquiry by Mr. Nelson concerning payment to United Way of Greater Milwaukee & Waukesha County (GMWC) (page 3), Ms. Larsen stated staff may choose to donate to United Way through a payroll deduction which is then paid to the United Way of GMWC.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 23<sup>rd</sup> reporting period of 2019 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Muhs then affixed their signatures to the Check Register for the 23<sup>rd</sup> reporting period of 2019 (copy attached to Official Minutes).

#### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING NOVEMBER 10, 2019**

Copies of the Statement of Projected Revenues and Expenditures as of reporting period 23 ending on November 10, 2019, 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 86 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries on the Statement remain unchanged from the report presented at the October meeting.
2. The service agreement revenues remain unchanged from the report presented at the October meeting.
3. The projection of expenditures through the end of the year compared with the budgeted revenues indicates a surplus of approximately \$172,000 for the continuing program projects. The surplus is expected to decline to approximately \$75,000 by year end.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2018 financial audit.
5. The Commission had on hand as of November 10, 2019, approximately \$6.61 million. This includes about \$380,355 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 1.92 percent interest, and various certificate of deposit accounts.

In response to an inquiry by Mr. Nelson, Ms. Larsen stated that the difference between the budget and actual revenue amounts is due to the timing of the budget preparation for the current calendar year. The budget is prepared in May prior to the budget year. Revenue and expenditures for that calendar year are determined based off of data available at that time. During the budget year, the budgeted revenues and expenditures are monitored and adjusted to reflect actual experience.

There being no additional inquiries or discussion, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending November 10, 2019, was accepted to be placed on file (copy attached to Official Minutes).

### **REPORT ON 2019 COMMISSION HEALTH INSURANCE ENROLLMENT**

Chairman Dwyer asked Ms. Larsen to review with the Committee the group medical insurance rates for calendar year 2020. Ms. Larsen distributed Table 1, which shows the Commission's Group Medical Insurance Premiums and staff health insurance selections for 2020 (copy attached to Official Minutes).

Ms. Larsen stated that the Commission obtains medical insurance for staff through the State of Wisconsin Department of Employee Trust Funds (WDETf) Group Health Insurance Program, and that the Commission employees had completed their selection of health insurance coverage for calendar year 2020.

In reviewing this matter with the Committee, Ms. Larsen noted that 59 Commission employees participate in the WDETf insurance program, with 4 employees declining coverage. For 2020, 27 employees have selected Network Health and 18 employees have selected WEA Trust – East, both of which are qualified health plans and are available in all seven counties. In addition, 13 employees have selected either Dean Health Insurance or Quartz Community, both of which are also qualified health plans, but only serve two of the seven counties. One person selected Mercy Care, which primarily has clinics in Walworth County.

Overall the total cost to the Commission of health insurance for current employees should approximate \$860,000 for the year. Ms. Larsen noted that the Health Reimbursement Account (HRA) amount to be reimbursed to employees is not included in this estimated cost. She added that the cost of health insurance for 2020 will be well within the amount budgeted for 2020.

Ms. Larsen further stated that the 2020 budgeted cost for health insurance was \$899,179, not including HRA costs. The 2020 budget assumed a 10 percent increase in health insurance costs. The difference between the budget to actual is a result of the increase in health insurance premiums being less than 10 percent, and employees switching to less costly plans. In addition, in 2019, three employees who previously had declined coverage were added to the Commission's health coverage due to loss of other coverage.

In response to an inquiry by Mr. Pitts, Ms. Larsen stated that employees are able to select from a number of providers because the WDETf contracts with multiple health insurance providers throughout the State. The Commission provides to employees the insurance costs of the providers that have clinics within the Southeastern Wisconsin Region.

### **REVIEW, DISCUSSION, AND POSSIBLE ACTION ON COMMISSION PERSONNEL REGULATIONS**

Chairman Dwyer asked Mr. Muhs and Ms. Larsen to initiate a discussion on the proposed Commission Personnel Regulations.

Mr. Muhs indicated that the proposed Commission Personnel Regulations and a copy of the current Commission Personnel Regulations had previously been mailed to all Commissioners for review prior to the meeting. Mr. Muhs then stated that the proposed Personnel Regulations have been reviewed by Management Resource Associates (MRA), and they have suggested a re-organization of the regulations.

Mr. Muhs then asked Ms. Larsen to review the proposed Personnel Regulations with the Committee.

Ms. Larsen reviewed Article 1 of the proposed Personnel Regulations. No comments to this Article were made.

Ms. Larsen then reviewed Article 2 and the attendant sub-sections of the proposed Personnel Regulations. Discussion ensued concerning the wording and potential need for a grievance procedure.

Mr. Nelson felt strongly that the grievance procedure should remain as written.

Mr. Stroik stated that based on his experience leading a private sector employer, there is no need for a grievance procedure.

Ms. Russell suggested alternate wording of the grievance procedure, particularly regarding Step 3 of the grievance procedure, removing oversight by the Administrative Committee.

An extensive discussion ensued around these main issues.

Mr. Muhs stated that staff will review the Grievance Procedure and work to re-write the policy with acceptable language for all Commissioners.

#### **CORRESPONDENCE AND ANNOUNCEMENTS**

Chairman Dwyer asked Mr. Muhs if there were any correspondence or announcements. Mr. Muhs stated that the Commission's Quarterly meeting will be held on December 4, 2019, at 3:00 p.m. at the MSOE Grohmann Museum. Wisconsin Department of Transportation Secretary - Designee Craig Thompson will provide a few remarks.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:40 p.m. on a motion by Mr. Wirth, seconded by Mr. Nelson, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs  
Deputy Secretary