

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, June 25, 2020

1:30 p.m.

Meeting Occurred Virtually via Video and Telephone Conference

Present:

Excused:

Committee Members:

Thomas H. Buestrin
Charles L. Colman
Michael A. Crowley
Mike Dawson
Aloysius Nelson
Robert W. Pitts
Daniel S. Schmidt
David L. Stroik
Gustave W. Wirth, Jr.

James T. Dwyer

Staff:

Kevin J. Muhs
Benjamin R. McKay
Elizabeth Larsen

Executive Director
Deputy Director
Director of Administration

ROLL CALL

Commission Chairman Colman called the meeting to order at 1:30 p.m. Roll call was taken and a quorum was declared present. Chairman Colman indicated for the record that Administrative Committee Chairman Dwyer had asked to be excused.

APPROVAL OF MINUTES OF MAY 14, 2020, MEETING

Chairman Colman asked if there were any changes or additions to the May 14, 2020, meeting minutes. There were none.

On a motion by Mr. Nelson, seconded by Mr. Crowley, and carried unanimously, the minutes of the Administrative Committee meeting held on May 14, 2020, were approved as published.

APPROVAL OF DISBURSEMENTS

2020 Reporting Period No. 10

Ms. Larsen distributed copies of the Check Register for the 10th financial reporting period of April 24, 2020, to May 10, 2020.

In response to an inquiry by Mr. Nelson concerning payment to the University of Wisconsin-Madison (page 2), Ms. Larsen stated this payment was for the testing of water samples as part of the Chloride Impact Study. Ms. Larsen noted that this payment was also inadvertently coded to the wrong account and will be corrected.

In response to an inquiry by Mr. Colman concerning payment to Ayers Associates (page 1), Ms. Larsen stated this was partial payment for the 2020 Aerial Orthophotography Project.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 10th reporting period of 2020 were approved.

Chairman Colman, Mr. Stroik, and Mr. Muhs then approved the affixing of their signatures to the Check Register for the 10th reporting period of 2020 (copy attached to Official Minutes).

2020 Reporting Period No. 11

Ms. Larsen distributed copies of the Check Register for the 11th financial reporting period of May 11, 2020, to May 24, 2020.

In response to an inquiry by Mr. Nelson concerning payment to CenturyLink Business Services (page 1), Ms. Larsen stated this payment was for the conversion of the Commission's T1 internet and telephone lines to a higher speed capacity.

In response to an additional inquiry by Mr. Nelson concerning payment to ITU AbsorbTech, Inc. (page 2), Ms. Larsen stated this payment was for towels used in the Commission's print shop.

In response to an inquiry by Mr. Colman concerning payment to Johnson Insurance Services, LLC (page 2), Ms. Larsen stated this payment was for the annual renewal of the Commission's Employment Practices and Liability Insurance.

There being no additional questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 11th reporting period of 2020 were approved.

Chairman Colman, Mr. Stroik, and Mr. Muhs then approved the affixing of their signatures to the Check Register for the 11th reporting period of 2020 (copy attached to Official Minutes).

2020 Reporting Period No. 12

Ms. Larsen distributed copies of the Check Register for the 12th financial reporting period of May 25, 2020, to June 7, 2020.

In response to an inquiry by Mr. Nelson concerning payment to Gold Star Cleaning, Inc. (page 1), Ms. Larsen stated this is the monthly payment for the building cleaning service.

In response to an inquiry by Mr. Colman concerning payment to Pictometry International Corporation (page 2), Ms. Larsen stated this payment was for Kenosha County's and Milwaukee County's aerial orthophotography.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 12th reporting period of 2020 were approved.

Chairman Colman, Mr. Stroik, and Mr. Muhs then approved the affixing of their signatures to the Check Register for the 12th reporting period of 2020 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JUNE 7, 2020

Copies of the Statement of Projected Revenues and Expenditures as of reporting period 12 ending on June 7, 2020, were distributed for Committee review. Chairman Colman 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 over 40 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 May meeting.
2. The service agreement revenues on the Statement remain unchanged from the report presented at the May meeting.
3. The projection of expenditures through the end of the year compared with the budgeted revenues indicates a surplus of nearly \$290,000 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 and payments for business insurance, audit, replacement equipment, and automobile replacement.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2018 financial audit. These accounts will be adjusted upon completion of the audit for 2019.
5. The Commission had on hand as of June 7, 2020, approximately \$6.70 million. This includes about \$273,220 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 0.20 percent interest, and various money market and certificate of deposit accounts.

There being no questions or comments, on a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending June 7, 2020, was accepted to be placed on file (copy attached to Official Minutes).

FOLLOW UP ON BUSINESS INSURANCE

Chairman Colman asked Ms. Larsen to provide additional information with regard to the Commission's water and sewer back up insurance coverage.

Ms. Larsen recalled that at the May meeting the Committee members approved the Commission's 2020-2021 Business Insurance coverage. Also at that meeting, Ms. Larsen was directed to obtain additional information concerning when the water and sewer backup coverage could be used. Specifically, determining whether the elevator pit flood would have been a covered event.

Ms. Larsen confirmed with the Commission's insurance agent, Mr. Ronald Knudsen, that the water and sewer back up coverage in force at the time of the elevator pit flood would have covered up to \$100,000 in damages should any damage had incurred. However, should this type of situation occur again \$100,000 would not cover the contents of the basement.

Ms. Larsen was also instructed to inquire if this coverage could be obtained at a lower cost from a different insurance carrier. She stated that according to Mr. Knudsen he is not able to obtain this coverage from a different insurance carrier as this coverage is part of the Commission's insurance package held with the West Bend Mutual Insurance Company.

On a motion by Mr. Stroik to increase the water and sewer back up coverage from \$100,000 to \$250,000 for an additional annual premium amount of \$750.00, seconded by Mr. Nelson, and carried unanimously, the increased coverage amount for the water and sewer back up portion of the Commission's business insurance policy with West Bend Mutual Insurance Company was approved.

STAFF COMPENSATION

It was moved by Mr. Crowley and seconded by Mr. Pitts to go into closed session for the purpose of a discussion regarding staff compensation, such closed session being permitted by the provisions of sec. 19.81(i)(c) of the Wisconsin Statutes. Without objection the Committee moved into a closed session.

Without objection, Mr. Crowley suggested the Committee move out of closed session at 2:15 p.m.

On a motion by Mr. Crowley, seconded by Mr. Nelson, and carried unanimously, the receipt of staff compensation and permission for the Commission Chairman and Executive Director to agree upon changes to the Deputy Director's compensation were approved..

CORRESPONDENCE AND ANNOUNCEMENTS

Commission Chairman Colman asked Mr. Muhs if there were any correspondence or announcements. Mr. Muhs stated there were none.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:23 p.m. on a motion by Mr. Crowley, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary