

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, October 22, 2020

1:30 p.m.

Meeting Occurred Virtually via Video and Telephone Conference

Present:

Excused:

Committee Members:

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

James T. Dwyer, Chairman
Thomas H. Buestrin

Guest: Donna Brown-Martin

Staff:	Kevin J. Muhs	Executive Director
	Benjamin R. McKay	Deputy Director
	Elizabeth Larsen	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 Commissioners Buestrin and Dwyer had asked to be excused.

APPROVAL OF MINUTES OF AUGUST 20, 2020, MEETING

Chairman Colman asked if there were any changes or additions to the August 20, 2020, meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Nelson, and carried unanimously, the minutes of the Administrative Committee meeting held on August 20, 2020, were approved as published.

APPROVAL OF DISBURSEMENTS

2020 Reporting Period No. 17

Ms. Larsen distributed copies of the Check Register for the 17th financial reporting period of August 3, 2020, to August 16, 2020.

In response to inquiries by Mr. Nelson concerning a number of payments. Ms. Larsen responded as follows:

- Ayers Associates (page 1); this payment was partial payment for the 2020 Aerial Orthophotography project. This project is paid in part by the five participating counties.
- Accunet (page 1); this payment was for consultant services for the Microsoft Dynamics accounting software upgrade.
- LeMans Tech (page 2); this is payment for the renewal of the Commission's firewall software.

There being no additional questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 17th 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 17th reporting period of 2020 (copy attached to Official Minutes).

2020 Reporting Period No. 18

Ms. Larsen distributed copies of the Check Register for the 18th financial reporting period of August 17, 2020, to August 30, 2020.

In response to an inquiry by Mr. Nelson concerning payment to CliftonLarsonAllen (page 1), Ms. Larsen stated this was the final payment due for the Calendar Year 2019 Audit.

In response to a second inquiry by Mr. Nelson concerning payment to Kenosha County Clerk (page 2), Ms. Larsen this payment was for a County staff and elected official directory.

In response to an inquiry by Mr. Colman concerning payment to YSI, Inc., (page 4), Ms. Larsen stated this was for the purchase of an oxygen probe for use by the lake management planning staff. Mr. Muhs indicated that he had authorized approximately \$5,000 in equipment upgrades for the lake management planning program.

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 18th 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 18th reporting period of 2020 (copy attached to Official Minutes).

2020 Reporting Period No. 19

Ms. Larsen distributed copies of the Check Register for the 19th financial reporting period of August 31, 2020, to September 13, 2020.

There being no questions or comments, on a motion by Mr. Nelson, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 19th 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 19th reporting period of 2020 (copy attached to Official Minutes).

2020 Reporting Period No. 20

Ms. Larsen distributed copies of the Check Register for the 20th financial reporting period of September 14, 2020, to September 27, 2020.

In response to an inquiry by Mr. Nelson concerning payment to Dakota Intertek Corporation (page 1), Ms. Larsen stated this was payment to a consulting firm that assists the Commission staff with the Milwaukee County Surveyor Program in the installation of survey monuments within Milwaukee County.

In response to an additional inquiry by Mr. Nelson concerning payment to Parking Lot Maintenance, Inc., (page 2), Ms. Larsen stated that the Commission parking lot had been sealed and re-stripped in late July.

There being no additional questions or comments, on a motion by Mr. Nelson, seconded by Mr. Pitts, and carried unanimously, the Commission disbursements for the 20th 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 20th reporting period of 2020 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING SEPTEMBER 27, 2020

Copies of the Statement of Projected Revenues and Expenditures as of reporting period 20 ending on September 27, 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 75 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 August meeting.
2. The service agreement revenues on the Statement has decreased approximately \$111,200. Decreases occurred in the Land Use, Water Quality, and Community Assistance planning programs. These decreases are due to the project completion dates extending into 2021.
3. The projection of expenditures through the end of the year compared with the budgeted revenues indicates a surplus of just over \$127,000 for the continuing program projects. The surplus is expected to decline through the end of the year with the payment of items such as the payment in lieu of taxes to the City of Pewaukee and an automobile replacement.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2019 financial audit.
5. The Commission had on hand as of September 27, 2020, approximately \$7.30 million. This includes about \$522,151 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 0.13 percent interest, and various money market and certificate of deposit accounts.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending September 27, 2020, was accepted to be placed on file (copy attached to Official Minutes).

NETWORK CAPACITY AND BACKUP SERVER UPGRADE

Chairman Colman asked Mr. Muhs to review with the Committee the progress made with regard to the Commission's network upgrade.

Mr. Muhs stated that the Commission's network upgrade has now been completed. He further stated that the upgrade now provides significant redundancy within the network. In addition, the network switches and their cabling have been upgraded to improve efficiency and allow the external communications with the internal network to run at 10 gigabit per second capacity compared to the 1 gigabit per second capacity prior to the upgrade. The budget to upgrade the Commission's network was \$95,000, with the actual costs coming in at approximately \$80,000.

Mr. Muhs then stated that the Commission's Transportation Division utilizes a set of three servers to work on traffic forecasts. These servers are six years old and do not have advance backup capabilities, are not in a virtual environment, and are less efficient than they could be in processing the forecasts. These servers were not included as part of the network upgrade. The cost to upgrade the Transportation servers is \$26,000. This purchase would allow for the traffic forecasting work to move to a virtual environment, with more efficiency and better redundancy.

On a motion by Mr. Stroik, seconded by Mr. Pitts, and carried unanimously, the request to purchase additional computer servers for use by the Commission's Transportation Division for traffic forecasting was approved at a cost not to exceed \$26,000.

REPORT ON 2021 COMMISSION HEALTH INSURANCE

Chairman Colman asked Ms. Larsen to review with the Committee the group medical insurance rates for calendar year 2021. Ms. Larsen distributed Table 1, which shows the Commission's Group Medical Insurance Premiums for 2021 (copy attached to Official Minutes).

Ms. Larsen stated that the Commission participates in the Wisconsin Public Employees Group Insurance Program. That program is governed by the State of Wisconsin Group Insurance Board and is administered by the Wisconsin Department of Employee Trust Funds (WDETf). She noted that the Commission staff has been informed of the group health insurance rates for calendar year 2021.

Ms. Larsen then recalled that the Deductible Health Maintenance Organization (HMO) option for the Group Health Insurance Program was selected by Committee action on September 29, 2011. At the same meeting it was also determined that the employee deductible would be reimbursed to each employee through the establishment of a Health Reimbursement Account plan.

Ms. Larsen noted that in Calendar Year 2020 employees primarily selected either Network Health or WEA Trust-East. For Calendar Year 2021 there are again four qualified health plans available to Commission employees, Dean Health Insurance, Network Health, Quartz Community, and WEA Trust-East. MercyCare Health Plan is also an option for staff who live in Walworth County.

Ms. Larsen indicated that the staff is currently in the process of selecting plans for 2021 with the enrollment period ending October 23, 2020. She noted that the Commission staff will be responsible in 2021 for 20

percent of the premium costs, and that the State program has a requirement that the Commission pay no more than 88 percent of the average premium cost of the qualified health plans within Waukesha County. Those qualified plans again are Dean Health Insurance, Network Health, Quartz Community, and WEA Trust-East.

Mr. Pitts inquired about the possibility benefit of simplifying the Commission's healthcare offerings to one plan option. Ms. Larsen noted that the State of Wisconsin Group Insurance Board negotiates rates and sets policies regarding the number and type of plans available to all public employees whose employers participate in the State's health insurance program, and that the Commission, as a small employer, would not be able to obtain rates as competitive as the State can for similar coverage.

Ms. Larsen concluded by stating that she will give a report on results of the Commission staff health insurance selections and the budget impact of the selection process at the next Administrative Committee Meeting.

DISCUSSION AND CONSIDERATION OF DELTA VISION COVERAGE

Chairman Colman asked Ms. Larsen to review with the Committee the option to add Delta Vision Coverage for employees.

Ms. Larsen stated that beginning in January 2021, the Wisconsin Department of Employee Trust funds (WDETf) will offer vision insurance to local government agencies as an add on option to the health insurance coverage. The current health insurance offered by WDETf covers a vision exam, but glasses or contacts are not part of the coverage.

As the State will now offer vision coverage, Ms. Larsen stated she requested the Commission's insurance broker that requests quotations for the Commission's dental, disability and GAP coverages to also request vision insurance quotes.

As the Commission would be offering a "stand alone" plan, outside of the WDETf insurance, the Commission was able to obtain more a favorable Delta Vision Coverage plan than the State-offered Delta Vision plan.

Ms. Larsen is proposing that the Commission offer to employees' vision insurance coverage through Delta Vision with the employee responsible for the full premium cost.

On a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously to offer to Commission employees vision coverage through Delta Vision.

SELECTION OF AUDITOR FOR CALENDAR YEAR 2020

Chairman Colman asked Mr. Muhs to make a recommendation regarding the selection of the Commission's auditor for the calendar year 2020. Mr. Muhs stated on August 21, 2020, the Administrative Committee received the calendar year 2019 audit which was conducted by the certified public accounting firm of CliftonLarsonAllen, LLP (CLA). He noted that the cost to the Commission for the 2019 audit was \$26,700.

Mr. Muhs said it is the staff's recommendation that CLA be retained by the Commission to conduct the audit of the Commission's calendar year 2020 operations. He reported that Mr. Jordan R. Boehm, the accountant assigned to the Commission by the firm, conducted a thorough audit; Mr. Boehm makes himself available to the Commission staff throughout the year to provide guidance and advice on financial

accounting matters; and Mr. Boehm and his team at CLA have performed well, work cooperatively with staff, and have completed the audit on schedule. The staff recommended that the Commission engage the firm CLA again at a cost not to exceed \$28,500.

There being no inquiries or discussion, it was moved by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, that the firm CliftonLarsonAllen, LLP, be retained to conduct the calendar year 2020 audit.

CONSIDERATION OF VEHICLE PURCHASE

Ms. Larsen stated that staff is proposing to purchase a Commission vehicle for use by the Survey staff. This vehicle would replace the 2013 Chevrolet Silverado. The Commission currently has seven vehicles available for staff use, with an eighth vehicle, the 2019 Chevrolet Bolt, exclusively used by the current Executive Director. Currently, one of the seven vehicles, a Chevrolet Traverse, is being used exclusively for the chloride impact study. That use will extend through the completion of the field work for the chloride impact study, which is expected to be completed in 2021. Replacing the 2013 Chevrolet Silverado will keep the Commission's fleet of vehicles to a total of eight.

Staff is recommending the purchase of a 2021 Chevrolet Silverado. This vehicle will be purchased with a State of Wisconsin municipal discount from Ewald Automotive Group, which holds the State contract for automobile purchases. Ms. Larsen stated the cost to the Commission will be \$32,295, noting that the normal list price of this vehicle is \$45,921. She further stated that the Commission budgeted in 2020 \$40,000 for a new vehicle.

In response to an inquiry by Mr. Pitts, Ms. Larsen stated the 2013 Chevrolet Silverado has over 143,500 miles.

In response to an inquiry by Mr. Wirth, Ms. Larsen stated that this vehicle does meet all three of the criteria the Commission established for vehicle replacement. Those criteria are as follow:

1. The annual maintenance cost exceeds the average annual maintenance cost of all Commission vehicles by 25 percent or more.
2. The total mileage is in excess of 100,000.
3. The vehicle is more than four years old.

On a motion by Mr. Pitts, seconded by Mr. Schmidt, and carried unanimously, the Commission staff was authorized to purchase the 2021 Chevrolet Silverado.

CORRESPONDENCE AND ANNOUNCEMENTS

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 2:14 p.m. on a motion by Mr. Schmidt, seconded by Mr. Nelson, and carried unanimously.

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(Administrative Committee)
October 22, 2020

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary

CLC/KJM/BRM/EAL/II
#255418