

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, November 19, 2020

1:30 p.m.

Meeting Occurred Virtually via Video and Telephone Conference

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman  
Thomas H. Buestrin  
Michael A. Crowley  
Charles L. Colman  
Jonathan Delagrave  
Aloysius Nelson  
Robert W. Pitts  
Daniel S. Schmidt  
David L. Stroik  
Gustave W. Wirth, Jr.

Donna Brown-Martin

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 Commissioner Brown-Martin had asked to be excused.

#### APPROVAL OF MINUTES OF OCTOBER 22, 2020, MEETING

Chairman Colman asked if there were any changes or additions to the October 22, 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 October 22, 2020, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

### **2020 Reporting Period No. 21**

Ms. Larsen distributed copies of the Check Register for the 21<sup>st</sup> financial reporting period of September 28, 2020, to October 11, 2020.

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

- The Water Council (page 2); this payment was for the November rent for the Commission's office space at the Global Water Center.
- InfoUSA Marketing, Inc. (page 2); this payment was for business and consumer data. These data will be used for the land use and economic inventory update.
- Remix Software, Inc. (page 3); this payment was the purchase of transit planning software to be used in the preparation of the Commission's transit development plans.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 21<sup>st</sup> 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 21<sup>st</sup> reporting period of 2020 (copy attached to Official Minutes).

### **2020 Reporting Period No. 22**

Ms. Larsen distributed copies of the Check Register for the 22<sup>nd</sup> financial reporting period of October 12, 2020, to October 25, 2020.

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

In response to an additional inquiry by Mr. Nelson concerning payment to Safelite Autoglass (page 3), Ms. Larsen stated this payment was for the replacement of the windshield on the Commission's 2012 Chevrolet Traverse.

In response to an inquiry by Mr. Colman concerning payment to Blue Marble Graphics (page 1), Ms. Larsen stated this payment was for the renewal of software that aids in converting orthophoto images and LiDAR data to the new datum.

In response to an inquiry by Mr. Colman concerning payment to ETS Advisory Services (page 2), Ms. Larsen stated this payment represents the consultant fee for the network upgrade services from November 2019 through October 2020.

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 22<sup>nd</sup> 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 22<sup>nd</sup> reporting period of 2020 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 25, 2020**

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 22 ending on October 25, 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 85 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 October meeting.
2. The service agreement revenues have not changed since the October meeting.
3. The projection of expenditures through the end of the year compared with the budgeted revenues indicates a surplus of just over \$35,000 for the continuing program projects. This surplus can be expected to decline with payment of the payment in lieu of taxes to the City of Pewaukee, the replacement of the survey vehicle, and the purchase of the server equipment for the Transportation modeling work.
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 October 25, 2020, approximately \$6.6 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 0.10 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. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 25, 2020, was accepted to be placed on file (copy attached to Official Minutes).

**REPORT ON 2020 COMMISSION HEALTH INSURANCE ENROLLMENT**

Chairman Dwyer 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 and staff health insurance selections for 2021 (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 recently completed their selection of health insurance coverage for calendar year 2021.

In reviewing this matter with the Committee, Ms. Larsen noted that 58 Commission employees participate in the WDETf insurance program, with 4 employees declining coverage. For 2021, 26 employees have selected Network Health and 21 employees have selected WEA Trust – East, both of which are qualified health plans and are available in all seven counties. In addition, 11 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.

Overall, the total cost to the Commission of health insurance for current employees should approximate \$868,000 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 2021 will be well within the amount budgeted for 2021.

Ms. Larsen further stated that the 2021 budgeted cost for health insurance was \$935,795, not including HRA costs. The 2021 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, an unfilled vacancy, and current employees changing from family to single coverage or terminating coverage.

In response to Mr. Nelson concerning health coverage provided by MercyCare Health Insurance, Ms. Larsen stated that MercyCare Health Insurance is offered as part of the Wisconsin Department of Employee Trust Funds (WDETf) health insurance options. She further stated that Commission employees are able to select from any of the health insurance options offered by the WDETf, and in past years one employee had been selecting health coverage with MercyCare Health Insurance.

In response to an inquiry by Mr. Colman, Ms. Larsen stated the savings on the health insurance program will be reflected in the Commission's final 2021 audit. Should there be a surplus at the end of calendar year 2021, the actual cost for the 2021 health insurance as compared to the budgeted amount would be a contributing factor.

#### **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 1:47 p.m. on a motion by Mr. Wirth, seconded by Mr. Crowley, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs  
Deputy Secretary