

MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
ANNUAL COMMISSION MEETING

Wednesday, June 14, 2023

3:00 p.m.

Washington County
Committee Room No. 1019
Government Center
432 E. Washington Street
West Bend, WI 53095

Meeting Occurred in Person and Virtually via Video and Telephone Conference

Present:

Commissioners:

Charles L. Colman, Chairman
Michael A. Crowley, Vice-Chairman
Donna Brown-Martin
Thomas H. Buestrin
Jonathan Delagrave
James T. Dwyer
Katrina Hanson
Brian E. Holt
John Holloway
Dewayne Johnson
Mary Knipper
Amy Maurer
Natalia Minkel-Dumit
Robert W. Pitts
Jeffrey D. Schleif
Peggy L. Shumway
Eric Stelter
David L. Stroik

Excused:

Priscilla Coggs-Jones
James A. Ladwig
Michael Maistelman

Staff:

Benjamin R. McKay	Interim Executive Director
Elizabeth A. Larsen	Director of Administration
Joel E. Dietl	Chief Land Use Planner

Guests:

Mr. Steven R. Kreklow	Village of Germantown Administrator
Ms. Jan Miller	Village of Germantown Trustee
Mr. Steven Wesolowski	Village of Germantown Utility Advisory Committee
Mr. Jim Healy	Village of Richfield Administrator

ROLL CALL

Chairman Colman called the 283rd meeting of the Commission to order at 3:08 p.m. Roll call was taken, and a quorum was declared present. Chairman Colman indicated for the record that Commissioner's Coggs-Jones, Ladwig, and Maistelman had asked to be excused.

Washington County Board Chairperson Schleif welcomed the Commission to the County. Chairperson Schleif updated the Commission on the history of Washington County courthouse locations, with the current county board room remodeled in 2022. Chairperson Schleif noted that the county board room remodel included displaying photos of historic county buildings.

OFFICIAL SEATING OF MILWAUKEE COUNTY COMMISSIONER MICHAEL MAISTELMAN

Ms. Brown-Martin introduced Mr. Michael Maistelman as the Commission's new Milwaukee County Commissioner.

Ms. Brown-Martin noted that Mr. Maistelman was appointed by Governor Evers. Ms. Brown-Martin then reviewed Mr. Maistelman's biography, noting he is the founder and managing partner of Maistelman & Associates law firm. Mr. Maistelman also serves on the Board of Directors of Milwaukee World Festival, Inc., the Taliesin Preservation – Frank Lloyd Wright Visitor Center, the Milwaukee Public Museum, the Milwaukee Jewish Council on Community Relations, the Riverworks Development Corporation, and the Democratic Party of Wisconsin. Mr. Maistelman holds a Bachelor of Arts degree in Politics from Ithaca College and a Juris Doctorate from the University of New Hampshire.

Ms. Brown-Martin made a motion, seconded by Mr. Stroik, and carried unanimously, to formally seat Mr. Michael Maistelman as a Commissioner representing Milwaukee County on the Southeastern Wisconsin Regional Planning Commission.

APPROVAL OF MINUTES OF THE MARCH 8, 2023, QUARTERLY COMMISSION MEETING

On a motion by Mr. Delagrave, seconded by Mr. Schleif, and carried unanimously, the minutes of the March 8, 2023, Quarterly Commission Meeting were approved as published.

TREASURER'S REPORT

Mr. Colman called on Mr. Stroik to present the Treasurer's Report. Mr. Stroik noted that a copy of the Treasurer's Report had been provided to all Commissioners for review prior to the meeting and called attention to the following items:

1. Based upon disbursements through April 23, 2023, it is projected that total disbursements for the year will approximate \$8.67 million. Revenues are projected at about \$8.76 million, exclusive of interest income and miscellaneous revenues.
2. The Commission's Reserves Policy indicates a minimum reserve amount of \$5,137,727, with a maximum reserve amount of \$11,127,450. The audited cash and cash equivalents at end of year 2022 are \$5,937,283.

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3. As of April 23, 2023, the Commission held in investments and cash on hand approximately \$8.5 million. Just over \$7.56 million was invested in the State of Wisconsin Local Government Pooled Investment Fund. As of April 23, 2023, that fund was yielding 4.80 percent interest. Other funds are held in savings, checking, and certificate of deposit accounts at several banks.

There being no discussion, on a motion by Mr. Stroik, seconded by Mr. Pitts, and carried unanimously, the Treasurer's Report for the period ending April 23, 2023, was approved (copy of the Treasurer's Report is attached to the Official Minutes).

STANDING COMMITTEE REPORTS

Planning and Research Committee

Chairman Colman asked Mr. Crowley to present the Planning and Research Committee report. Mr. Crowley noted that the report had been provided to all Commissioners prior to the meeting. He noted that the Planning and Research Committee had met twice since the Commission's Quarterly meeting on March 8, 2023.

On May 2, 2023, the Committee took the following actions:

1. Reviewed and acted to recommend to the Commission for adoption the following amendment to the Regional Water Quality Management Plan;
 - Amendment to the Bristol sanitary sewer service area
2. Reviewed and acted to recommend to the Commission for adoption SEWRPC Community Assistance Planning Report No. 336, *Waukesha Area Transit Development Plan: 2023-2027*

Today, June 14, 2023, prior to this Commission Quarterly Meeting, the Committee took the following action:

1. Reviewed and acted to recommend to the Commission for adoption the following amendment to the Regional Water Quality Management Plan;
 - Amendment to the Village of Germantown sanitary sewer service area

There being no discussion, on a motion by Mr. Stroik, seconded by Mr. Dwyer, and carried unanimously, the Planning and Research Committee Report was approved (copy of the Planning and Research Committee Report is attached to the Official Minutes).

Administrative Committee Report

Chairman Colman asked Mr. Dwyer to present the Administrative Committee report. Mr. Dwyer noted that the report had been provided to all Commissioners prior to the meeting. He also noted that the Administrative Committee had met two times since the Quarterly Commission Meeting on March 8, 2023.

On Thursday, April 20, 2023, the Committee took the following actions:

1. Reviewed and approved disbursements for four financial periods: year 2023 Nos. 4, 5, 6, and 7, for the period January 30, 2023, to March 26, 2023.

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2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the financial reporting period ending March 26, 2023.
3. Discussed the overall salary increment target for 2023.

On Thursday, May 18, 2023, the Committee took the following actions:

1. Received and accepted the year 2022 Commission Audit Report.
2. Reviewed and approved disbursements for two financial periods: year 2023 Nos. 8 and 9 for the period March 27, 2023, to April 23, 2023.
3. Reviewed and approved the Statement of Projected Revenues and Expenditures for the financial reporting period ending April 23, 2023.
4. Received a report from the Ad Hoc Salary Committee on staff compensation. Staff merit, promotions, and equity adjustments increases totaled \$336,540, or 7.22 percent.
5. Considered and approved budget assumptions for 2024.
6. Considered and approved renewal of the Commission's business insurance.

There being no comments or discussion on a motion by Mr. Dwyer, seconded by Mr. Stroik, and carried unanimously, the Administrative Committee Report was approved (copy of the Administrative Committee Report is attached to the Official Minutes).

Executive Committee Report

Commission Chairman Colman, as Chairman of the Executive Committee, provided the Executive Committee report. He stated that the Executive Committee met two times since the Quarterly Commission Meeting on March 8, 2023. Chairman Colman's report on the April 20, 2023, and May 18, 2023, meetings follow:

At both meetings, the Committee:

1. Received and approved a report from the Administrative Committee relative to its meeting that day.
2. Reviewed and approved proposed contracts for planning work. Six contracts were approved in April, and four contracts were approved in May. The details of those contracts were attached to the report.
3. Received a report outlining progress on key planning efforts being undertaken by the Commission in 2023. The most recent progress report was attached to the report.

At the April meeting the Committee also took the following actions:

1. Reviewed and approved amendments to the 2023-2026 Regional Transportation Improvement Program (TIP). These amendments to the 2023-2026 TIP were necessary to advance four existing projects, which were approved by the Commission's Advisory Committees on Transportation System Planning and Programming for the Milwaukee Urbanized Area.

At the May meeting the Committee took the following actions:

1. Reviewed and approved amendments to the 2023-2026 Regional Transportation Improvement Program (TIP). These amendments to the 2023-2026 TIP were necessary to advance eight existing projects and 34 new projects, which were approved by the Commission's Advisory Committees on Transportation System Planning and Programming for the Kenosha, Milwaukee, and Racine Urbanized Areas.
2. Considered and approved a new appointment to the Environmental Justice Task Force. Ms. Annabell Bustillos filled the vacant Racine County position.
3. Discussed in closed session the appointment of the Commission Executive Director.

There being no discussion, on a motion by Mr. Crowley, seconded by Mr. Delagrave, and carried unanimously, the Executive Committee Report was approved (copy of the Executive Committee Report is attached to the Official Minutes).

CONSIDERATION OF THE COMMISSION'S BUDGET FOR CALENDAR YEAR 2024

Chairman Colman noted that copies of the proposed Commission budget for calendar year 2024 had been provided to all Commissioners for review prior to the meeting. He then asked Ms. Larsen to briefly present the proposed budget.

Ms. Larsen led the Commissioners through the proposed budget document noting that the assumptions underlying the budget had been reviewed and approved by the Commission Administrative Committee at its May meeting.

During the budget presentation, the following questions and comments were addressed.

In response to an inquiry by Mr. Delagrave concerning the Kenosha Racine Milwaukee Commuter Rail Feasibility Study, Mr. McKay responded that the study is being funded through congressionally directed funding obtained by the City of Racine.

In response to an inquiry by Mr. Schleif concerning the Regional Land Use Inventory in Washington County, Mr. McKay explained that the inventory for the full Region will be completed before the end of 2023.

There being no further discussion, on a motion by Mr. Stroik and seconded by Mr. Delagrave, the Budget for calendar year 2024 was adopted by a vote of 18 ayes and 0 nays (Copy of the 2024 Budget is attached to the Official Minutes).

CONSIDERATION OF AMENDMENTS TO THE REGIONAL WATER QUALITY MANAGEMENT PLAN

Amendment to the Sussex-Lisbon sanitary sewer service area (Resolution No. 2023-04)

Chairman Colman asked the Commission to consider Resolution No. 2023-04, noting the Resolution would revise the Sussex-Lisbon sanitary sewer service area. He asked Mr. McKay to present this Resolution.

Mr. McKay noted that the proposed amendment was reviewed in detail at the February 7, 2023, Planning and Research Committee meeting and then provided a brief overview. During the overview Mr. McKay noted that the proposed addition consists of one home with a failing septic system that is located adjacent to the existing sewer service area.

There being no discussion, on a motion by Mr. Johnson and seconded by Mr. Stroik, Resolution No. 2023-04 was adopted by a vote of 18 ayes and 0 nays (Copy of Resolution No. 2023-04 is attached to the Official Minutes).

CONSIDERATION OF AMENDMENTS TO THE REGIONAL WATER QUALITY MANAGEMENT PLAN

Amendment to the Bristol sanitary sewer service area (Resolution No. 2023-06)

Chairman Colman asked the Commission to consider Resolution No. 2023-06, noting the Resolution would revise the Bristol sanitary sewer service area. He asked Mr. McKay to present this Resolution.

Mr. McKay noted that the proposed amendment was reviewed in detail at the May 2, 2023, Planning and Research Committee meeting and then provided a brief overview. During the overview Mr. McKay noted that the subject area to be added to the existing sewer service area is about 18 acres in size, including 3.5 acres of vacant land and 11 existing homes with public sewer service that are located outside the existing sewer service area.

In response to an inquiry by Mr. Holloway, Mr. McKay explained that the owner of the vacant land would like to pursue a land division that will transfer land from one parcel to another for the purpose of accommodating animals as required by Kenosha County ordinances. This would result in one of the parcels being partially within the Bristol utility district boundary, which is not allowed by the County ordinances. During this process it was discovered the 11 existing homes were in the utility district boundary, but not the sewer service area. The Village requested an amendment to sewer service area to include the 11 existing homes and make the sewer service area boundary consistent with the utility district boundary, which is being amended to accommodate the owner of the vacant land.

There being no further discussion, on a motion by Mr. Schleif and seconded by Ms. Minkel-Dumit, Resolution No. 2023-06 was adopted as by a vote of 18 ayes and 0 nays (Copy of Resolution No. 2023-06 is attached to the Official Minutes).

CONSIDERATION OF AMENDMENTS TO THE REGIONAL WATER QUALITY MANAGEMENT PLAN

Amendment to the Germantown sanitary sewer service area (Resolution No. 2023-10)

Chairman Colman asked the Commission to consider Resolution No. 2023-10, noting the Resolution would revise the Germantown sanitary sewer service area. He asked Mr. McKay to present this Resolution. Mr. McKay noted that the Planning & Research Committee had met just prior to this meeting to discuss the Germantown sanitary sewer service area amendment. Mr. McKay then stated that the Commission would take brief comments from those in the audience.

Mr. Steven Kreklow, Village of Germantown Administrator, noted that the capacity concerns expressed regarding the Old Farm lift station at the Planning and Research Committee meeting are related to a heavy rainfall event. He also noted that the study of extending public and water sewer service to Richfield was made publicly available. He further noted this sewer service area amendment was adopted by the Village

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Board. Mr. Jim Healy, Village of Richfield Administrator, noted that the Richfield Village Board has also adopted this amendment. Mr. Healy then thanked the Commission for their efforts in this matter.

Ms. Jan Miller, Village of Germantown Trustee, District 4, reiterated her concerns expressed at the Planning and Research Committee meeting and noted that this sewer service area amendment was adopted by the Village Board, but the Board could not previously come to a consensus on extending public sewer and water service to Richfield, which was ultimately approved by referendum. She stated she is bringing residents' concerns forward and would appreciate a postponement of Commission action on the proposed amendment to the Germantown sanitary sewer service area.

In response to an inquiry by Mr. Crowley concerning the timing of the amendment, Mr. McKay stated the amendment was not presented at the May 2, 2023, Planning and Research Committee meeting. He noted that this is a complex amendment and Commission staff needed more time to collect data from both Villages. He then noted that the request had been made by the Village of Germantown at the end of January 2023, and the Commission staff review process for a sewer service area amendment typically takes about six months.

Mr. Crowley then asked why more information is not available regarding the proposed development in Richfield this amendment would serve. Mr. McKay asked Mr. Healy to respond. Mr. Healy responded that the development is anticipated to include office and potential warehouse space; however, the Village Board is still discussing the details of the development in closed session.

Mr. Holloway suggested that any motion made at this meeting should include the same language as the Planning and Research Committee motion.

There being no further discussion, on a motion by Mr. Dwyer, on the condition that Germantown analyze its lift stations, that such work is completed and addresses any potential capacity issues, and that Germantown representatives commute the results of that work, seconded by Ms. Maurer, Resolution No. 2023-10 was adopted as by a vote of 18 ayes and 0 nays (Copy of Resolution No. 2023-10 is attached to the Official Minutes).

REVIEW AND CONSIDERATION OF AMENDMENTS TO THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (Resolution No. 2023-09)

Chairman Colman asked the Commission to consider Resolution No. 2023-09, amending the 2023-2026 TIP. He noted that these materials were provided prior to this meeting.

Mr. McKay presented Resolution 2023-09, amending the 2023-2026 TIP. He indicated there were three existing projects and 28 new projects to be amended into the TIP. He stated that the addition of these projects to the TIP was approved by the Commission's Advisory Committees on Transportation System Planning and Programming in the Milwaukee, Racine, Round Lake Beach, and West Bend Urbanized Areas.

There being no questions or comments, on a motion by Mr. Stroik, seconded by Mr. Dwyer, and carried by a vote of 18 ayes and 0 nays, Resolution No. 2023-09 was approved (copy of Resolution No. 2023-09 is attached to the Official Minutes).

REVIEW AND CONSIDERATION OF AMENDMENT TO REVISE CMAQ PERFORMANCE TARGETS IN APPENDIX E OF THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (RESOLUTION NO. 2023-11)

Chairman Colman asked the Commission to consider Resolution No. 2023-11 adoption of an amendment to the 2023-2026 Regional Transportation Improvement Program (TIP), noting that these materials were provided prior to this meeting.

He then called upon Mr. McKay to present the resolution. Mr. McKay stated 2023-2026 TIP is being amended to include the years 2022 through 2023 and 2022 through 2025 regional targets for Congestion Mitigation Air Quality (CMAQ) emission reduction performance measures.

There being no questions or discussion on a motion by Ms. Brown-Martin, seconded by, Mr. Johnson, and carried by a vote of 18 ayes and 0 nays. Resolution 2023-11 was approved (Copy of Resolution 2023-11 attached to official minutes).

REVIEW AND CONSIDERATION OF ADJUSTMENT TO THE ADVISORY COMMITTEE ON TRANSPORTATION SYSTEM PLANNING AND PROGRAMMING FOR THE MILWAUKEE URBANIZED AREA

Chairman Colman asked the Commission to consider the adjustment to the Advisory Committee on Transportation System Planning and Programming for the Milwaukee Urbanized Area, noting that related materials were provided prior to this meeting. Mr. Colman asked Mr. McKay to review the adjustment.

Mr. McKay explained that Committee representation was last modified in 2013 to be population-proportional based on the 2010 U.S. Decennial Census. The purpose of this adjustment is to reflect new population-proportions based on the recent 2020 U.S. Census defined Milwaukee Urbanized Area.

There being no discussion, on a motion by Mr. Dwyer and seconded by Ms. Brown-Martin, the adjustment to the Advisory Committee on Transportation System Planning and Programming for the Milwaukee Urbanized Area has been approved by a vote of 18 ayes and 0 nays.

REVIEW AND CONSIDERATION OF SEWRPC COMMUNITY ASSISTANCE PLANNING REPORT NO. 336 WAUKESHA AREA TRANSIT DEVELOPMENT PLAN: 2023-2027 (RESOLUTION NO. 2023-08)

Chairman Colman asked the Commission to consider Resolution No. 2023-08, noting the Resolution would update the Design Year 2050 Regional Land Use and Transportation Plan for Southeastern Wisconsin. He asked Mr. McKay to present this Resolution.

Mr. McKay explained that the Waukesha Area Transit Development Plan: 2023-2027 was presented at the Planning and Research Committee held on May 2, 2023, and the Committee recommended adoption of the plan by the full Commission as an amendment to the VISION 2050: A Regional Land Use and Transportation Plan for Southeastern Wisconsin. Mr. McKay noted that this transit development plan realigns service routes to be more efficient without loss of service to transit dependent populations in the Waukesha area.

He then asked if there were any questions or comments regarding the Resolution. There being no discussion, on a motion by Mr. Crowley, and seconded by Mr. Schleif, Resolution No. 2023-08 was adopted by a vote of 18 ayes and 0 nays (Copy of Resolution No. 2023-08 is attached to the Official Minutes).

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CORRESPONDENCE/ANNOUNCEMENTS

Chairman Colman noted the June 22, 2023, Administrative and Executive Committee meetings have been cancelled. Chairman Colman also announced the new Executive Director will start on June 28, 2023.

ADJOURNMENT

There being no further business to come before the Commission, on a motion by Mr. Stroik, seconded by Mr. Schleif, and carried unanimously, the meeting was adjourned at 4:08 p.m.

Respectfully submitted,

Benjamin R. McKay
Interim Deputy Secretary

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#00267345