

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday, October 19, 2023

2:20 p.m.

SEWRPC Office Building
Commissioners' Conference Room
W239 N1812 Rockwood Drive
Waukesha, WI 53188

Meeting Occurred in Person and Virtually via Video and Telephone Conference

Present:

Excused:

Committee Members:

Charles L. Colman, Chairman
James T. Dwyer, Vice-Chairman
Donna Brown-Martin
Thomas H. Buestrin
Michael A. Crowley
Robert W. Pitts

Jonathan Delagrave

Staff:

David L. Stroik

Stephanie Hacker
Benjamin McKay
Elizabeth Larsen
Alina Panasiuk

Executive Director
Deputy Director
Director of Administration
Accounting/HR Specialist

ROLL CALL

Chairman Colman called the meeting to order at 2:20 p.m. Roll call was taken, and a quorum was declared present. Chairman Colman noted for the record Commissioner Delagrave had asked to be excused.

APPROVAL OF MINUTES OF AUGUST 17, 2023, MEETING

Chairman Colman asked if there were any changes or additions to the August 17, 2023, meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously, the minutes of the Executive Committee meeting held on August 17, 2023, were approved as published.

CONSIDERATION OF ADMINISTRATIVE COMMITTEE REPORT

Chairman Colman reported that the Administrative Committee, at its meeting held just before this Executive Committee meeting, had taken the following actions.

1. Reviewed and approved disbursements for financial periods: Year 2023 Nos. 17, 18, 19 and 20 from July 31, 2023, to September 24, 2023.

2. Reviewed and approved the Statement of Projected Revenue and Expenditures for the period ending September 24, 2023.
3. Received a report on 2024 Commission Health Insurance.
4. Considered the purchase of Commission copiers.
5. Considered the purchase of a Commission telephone system.

There being no questions or comments on a motion by Mr. Stroik, seconded by Ms. Brown-Martin, and carried unanimously, the Administrative Committee report was approved.

CONSIDERATION OF CONTRACTS

Chairman Colman asked Ms. Larsen to review the proposed contracts. Ms. Larsen noted that the report the Committee members received prior to the meeting listed four contracts.

There being no questions or comments on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the contract report was accepted, and the report was placed on file (copy of report attached to Official Minutes).

WORK PROGRAM REPORTS

Chairman Colman asked Mr. McKay to review the Work Program Progress Report. Mr. McKay reviewed the report and noted that the report identifies key regional and selected community and county assistance efforts (copy of report attached to Official Minutes).

CONSIDERATION OF APPROVAL OF THE 2023 TITLE VI PROGRAM (Resolution 2023-16)

Chairman Colman asked Ms. Larsen to review with the Committee the 2023 Title VI Program report. Ms. Larsen stated that as a matter of compliance, the Commission is required to periodically update its Title VI program and transmit it to the Wisconsin Department of Transportation. She further stated that the report's purpose is to document the Commission's full compliance with Title VI of the Civil Rights Act of 1964, in its role as the metropolitan transportation planning organization.

The Federal Transit Administration circular FTA C 4702.1B dated October 1, 2012, states that Commission approval is required for the 2023 Title VI Program prior to submitting the program document to the WisDOT.

Ms. Larsen then briefly reviewed the Title VI program document.

Following Ms. Larsen's review, and there being no questions or comments, on a motion by Mr. Pitts, seconded by Mr. Stroik, and carried unanimously with a vote of 7 ayes and 0 nays, Resolution No. 2023-16 was approved (copy of Resolution 2023-16 attached to Official Minutes).

CONSIDERATION OF AMENDMENT TO THE 2023 OVERALL WORK PROGRAM (RESOLUTION NO. 2023-17)

Chairman Colman asked the Commission to consider adoption of Resolution No. 2023-17, which is an amendment to the 2023 adopted Commission Overall Work Program (OWP).

Ms. Larsen stated that this amendment is a proposed revision of the 2023 OWP, which includes a routine budget adjustment to the Continuing Land Use and Transportation Study (CLUTS) projects funded by the Federal Highway Administration (FHWA) and the Wisconsin Department of Transportation (WisDOT). She stated that

the budget estimates for the CLUTS projects are determined in the OWP in September of the previous year. As the work for the CLUTS projects proceeds during the year, the budgets for the projects within the CLUTS program area may be revised to reflect the changing work efforts of each project and are then modified toward year end due to heavier than anticipated work in certain project areas. This amendment also reflects an increase to the FHWA PL funds of \$80,000, which was released by the Green Bay MPO. The FHWA PL funds have been added to the Chloride Impact Study. Thus, the overall budget for the CLUTS program will change by this amount.

There being no questions or comments, on a motion by Mr. Dwyer to approve Resolution No.2023-17, seconded by Ms. Brown-Martin, and carried by a vote of 7 ayes and 0 nays, Resolution No. 2023-17 was approved (copy of Resolution 2023-17 attached to Official Minutes).

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Colman asked if there were any correspondence or announcements. Ms. Larsen stated proposed changes to the Commission By-Laws will be discussed at the November meeting.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:50 p.m. on a motion by Mr. Stroik, seconded by Mr. Buestrin, and carried unanimously.

Respectfully submitted,

Stephanie Hacker
Deputy Secretary

Enclosures

CLC/SH//BRM/EAL
#270698