

MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
QUARTERLY COMMISSION MEETING

Wednesday, December 6, 2023

3:00 p.m.

Port Milwaukee
Conference Room
2323 S. Lincoln Memorial Drive
Milwaukee, WI 53207

Meeting Occurred in Person and Virtually via Video and Telephone Conference

Present:

Commissioners:

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

Excused:

Thomas H. Buestrin
Priscilla Coggs-Jones
Mary Knipper
Michael Maistelman

Staff:

Stephanie Hacker	Executive Director
Benjamin R. McKay	Deputy Director
Elizabeth A. Larsen	Director of Administration
Alina Panasiuk	Accounting/HR Specialist

Guests:

Jessica Wolf	Assistant Village Administrator and Community Development Director
Paul Schmitter	Developer's Representative
Craig Raddatz	Developer's Representative

ROLL CALL

Chairperson Colman called the 285th meeting of the Commission to order at 3:06 p.m. Roll call was taken, and a quorum was declared present. Chairperson Colman indicated for the record that Commissioners Buestrin, Coggs-Jones, Knipper, and Maistelman had asked to be excused.

Ms. Jackie Q. Carter, Port Director, welcomed the Commission to Port Milwaukee. She discussed the vision and mission of the Port, reiterating to the Commission, “This is your Port.”

APPROVAL OF MINUTES OF THE SEPTEMBER 13, 2023, QUARTERLY COMMISSION MEETING

On a motion by Mr. Pitts, seconded by Mr. Stroik, and carried unanimously, the minutes of the September 13, 2023, Quarterly Commission Meeting were approved as published.

TREASURER’S REPORT

Chairperson 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 October 22, 2023, it is projected that total disbursements for the year will approximate \$8.73 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.
3. As of October 22, 2023, the Commission had in investments and cash on hand approximately \$7.4 million. Just over \$6.28 million are invested in the State of Wisconsin Local Government Pooled Investment Fund. As of October 22, 2023, that fund was yielding 5.37 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. Schleif, seconded by Mr. Delagrave, and carried unanimously, the Treasurer’s Report for the period ending October 22, 2023, was approved (copy of the Treasurer’s Report is attached to the Official Minutes).

STANDING COMMITTEE REPORTS

Planning and Research Committee

Chairperson 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 once since the Commission’s Quarterly meeting on September 13, 2023.

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On November 7, 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 Village of Grafton sanitary sewer service area
2. Reviewed and considered preliminary drafts for 2024 Review and Update of VISION 2050
 - Summary Presentation
 - Review of VISION 2050 Recommendations and Implementation to Date
 - Review of VISION 2050 Forecasts
 - Review of Transportation System Performance

Administrative Committee Report

Chairperson 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, on October 19, 2023, and November 16, 2023, since the previous Commission Meeting.

On Thursday, October 19, 2023, the Committee took the following actions:

1. Reviewed and approved disbursements for four financial periods: year 2023 Nos. 17, 18, 19, and 20, for the period July 31, 2023, to September 24, 2023.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the financial reporting period ending September 24, 2023.
3. Received a report on the 2024 Commission Health Insurance.
4. Considered and approved the purchase of new office copiers.
5. Considered and approved the purchase of a new telephone system.

On Thursday, November 16, 2023, the Committee took the following actions:

1. Reviewed and approved the disbursements for two financial periods: year 2023 Nos. 21 and 22 for the period September 25, 2023, to October 22, 2023.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the financial reporting period ending October 22, 2023.
3. Received a report on staff enrollment in the Wisconsin Department of Employee Trust Funds health insurance program for calendar year 2024.

Executive Committee Report

Chairperson Colman noted that the Executive Committee report had been provided to all Commissioners prior to the meeting. He also noted that the Executive Committee met two times, on October 19, 2023, and November 16, 2023, since the previous Commission Meeting.

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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. Four contracts were approved in October, and ten contracts were approved in November. The details of those contracts are attached to this report.
3. Received a report outlining progress on key planning efforts being undertaken by the Commission in 2023. The most recent progress report is attached to this report.

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

1. Reviewed and approved the Commission 2023 Title VI Program. The Commission is required to update its Title VI program at regular intervals and submit the program to the Wisconsin Department of Transportation. The Title VI report documents the Commission's full compliance with Title VI of the Civil Rights Act of 1964, in its role as the metropolitan transportation planning organization for Southeastern Wisconsin.
2. Reviewed and approved an amendment to the 2023 Overall Work Program (OWP). This amendment revised the 2023 OWP, which involved a routine budget adjustment among the Continuing Land Use and Transportation Study (CLUTS) projects funded by the Federal Highway Administration and the Wisconsin Department of Transportation. This amendment also reflects an increase to the FHWA PL funds, which were released by the Green Bay MPO. These funds were added to the Chloride Impact Study.

At the November meeting the Committee took the following actions:

1. Reviewed and acted upon changes to the Commission Bylaws.
2. Reviewed and approved amendments to the 2023-2026 Regional Transportation Improvement Program (TIP). These amendments to the 2023-2026 TIP were necessary to advance three existing projects and 11 new projects, which were approved by the Commission's Advisory Committees on Transportation System Planning and Programming for the Milwaukee and West Bend Urbanized Areas.
3. Reviewed and approved the 2024 Overall Work Program for the Commission.

CONSIDERATION OF AMENDMENTS TO THE REGIONAL WATER QUALITY MANAGEMENT PLAN

Amendment to the Village of Grafton sanitary sewer service area (Resolution No. 2023-20)

Chairperson Colman asked the Commission to consider Resolution No. 2023-20, noting that the Resolution would revise the Village of Grafton 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 November 7, 2023, Planning and Research Committee meeting and then provided a brief overview. During the overview Mr. McKay noted that one area is proposed to be added to the existing sewer service area. He noted the subject area is

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28 acres in size and is part of a larger 46-acre parcel, 18 acres of which are already in the sewer service area. He then noted that the subject area is proposed to be developed with medium density multifamily housing and sewers to serve new development would not be extended into portions of an isolated natural resource area comprised of wetlands.

In response to an inquiry by Mr. Delagrave, Mr. McKay stated that a public hearing was held on October 16, 2023, and no objections were expressed at the hearing.

There being no discussion, on a motion by Mr. Dwyer and seconded by Mr. Schleif, Resolution No. 2023-20 was adopted by a vote of 16 ayes and 0 nays (Copy of Resolution No. 2023-20 is attached to the Official Minutes).

DISCUSSION OF COMMISSION SERVICE AGREEMENT FEE SCHEDULE

Chairperson Colman asked Ms. Hacker to discuss how service agreement revenues had been set in the past. A discussion ensued with Mr. McKay and Ms. Larsen commenting on the history of how the Commission sets charges for the service agreement revenues.

During this discussion, the following comments were made.

In response to an inquiry by Mr. Johnson, Ms. Larsen stated that the estimated service agreement revenues for 2024 are identified in the Commission budget.

In response to inquiries by Mr. Delagrave and Mr. Holloway, Mr. McKay stated that the Commission responds to direct requests from governmental units in the Region for planning and engineering studies. The Commission's policy is not to respond to requests for proposals.

Mr. Holt concluded the discussion by suggesting that the service agreement fee schedule be part of the Commission's long-term strategy as defined in the upcoming strategic planning process.

DISCUSSION AND CONSIDERATION OF CHANGES TO COMMISSION BYLAWS

Chairperson Colman asked Ms. Hacker to review the proposed changes to the Commission Bylaws. Ms. Hacker then reviewed the proposed changes, noting that Chairman has been changed to Chairperson and other minor grammatical changes.

Ms. Hacker noted there are three substantive changes. The first is the proposal to fold the Administrative Committee into the Executive Committee as both Committees are made up of the same Commissioners and meet consecutively. The second change is to the per diem amount. The third change added language concerning meetings held by remote communications. Ms. Hacker noted these changes have been reviewed by the Commission's legal counsel.

A discussion ensued concerning the per diem amount. Mr. Johnson suggested that the Bylaws, in Article II, Section 6, concerning the per diem amount, indicate that the per diem amount is stated in a table as an attachment to the Bylaws. This table would avoid a Bylaw change, should the per diem amount change.

Ms. Hacker stated that she will prepare a table for review and consideration at the January Executive Committee meeting.

Mr. Pitts noted the Executive Committee had reviewed the proposed changes to the Commission Bylaws at the November meeting and had unanimously supported the changes.

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There being no further discussion, on a motion by Mr. Delagrave, seconded by Mr. Dwyer, and carried by a vote of 15 ayes and 1 nay, the changes to the Commission Bylaws were approved with the Per Diem Rate Table to be considered at the January 2024 Executive Committee meeting. (copy of Commission Bylaws revised as of December 6, 2023, are attached to the Official Minutes).

DISCUSSION AND CONSIDERATION OF DEVELOPING A COMMISSION STRATGEY

Chairperson Colman reiterated that the Commission staff had discussed initiating a process to develop a strategy that would chart a course for the Commission over the next three to five years at the September Quarterly meeting. He then noted that while all may not agree on the outcome of a strategy, the purpose of today's agenda item is to give staff approval to begin the process of developing a strategy in early 2024.

In response to an inquiry by Mr. Stroik, Ms. Hacker stated that staff will be involved in developing the strategy but will likely also suggest assistance from a facilitator who is not on Commission staff.

There being no additional discussion, on a motion by Mr. Holt, seconded by Mr. Delagrave, and carried unanimously, Commission staff was given direction to move forward with developing a Commission strategy in 2024.

DISCUSSION ON 2024 COMMISSION MEETING DATES

Ms. Hacker reviewed the proposed Full Commission and Committee meeting dates and asked if there were any objections to the dates listed.

Mr. Schleif stated the date of the June Annual Meeting was not the third Wednesday in June as stated in the Bylaws. Discussion ensued concerning keeping the date as noted on the schedule or moving the date to the third Wednesday. It was determined by majority vote to keep the meeting schedule dates as provided including the second Wednesday in June for the Annual Meeting.

CORRESPONDENCE/ANNOUNCEMENTS

Ms. Hacker stated that the December Administrative and Executive Committee meetings will be canceled.

ADJOURNMENT

There being no further business to come before the Commission, on a motion by Mr. Schleif, seconded by Mr. Pitts, and carried unanimously, the meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Stephanie Hacker
Deputy Secretary

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TREASURER'S REPORT
David Stroik, Treasurer
March 6, 2024

This report is for the financial period ending January 28, 2024. As such, it represents the financial status of the Commission through 2024 Reporting Period No. 2.

1. Based upon disbursements through January 28, 2024, it is projected that total disbursements for the year will approximate \$9.69 million. Revenues are projected at about \$9.78 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.
3. As of January 28, 2024, the Commission had in investments and cash on hand approximately \$7.01 million. Just over \$5.95 million are invested in the State of Wisconsin Local Government Pooled Investment Fund. As of January 28, 2024, that fund was yielding 5.39 percent interest. Other funds are held in savings, checking, and certificate of deposit accounts at several banks.

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