

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday, January 18, 2024

1:30 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:

James T. Dwyer, Chairman
Donna Brown-Martin
Charles L. Colman
Michael A. Crowley
Robert W. Pitts
David L. Stroik

Thomas H. Buestrin
Jonathan Delagrave

Staff:

Stephanie Hacker	Executive Director
Benjamin McKay	Deputy Director
Elizabeth Larsen	Director of Administration

ROLL CALL

Chairperson Colman called the meeting to order at 1:36 p.m. Roll call was taken, and a quorum was declared present. Chairperson Colman noted for the record that Commissioners Buestrin and Delagrave had asked to be excused.

APPROVAL OF MINUTES OF NOVEMBER 16, 2023

Chairperson Colman asked if there were any changes or additions to the November 16, 2023, Administrative Committee meeting minutes. There were none.

Chairperson Colman asked if there were any changes or additions to the November 16, 2023, Executive Committee meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Dwyer, and carried unanimously, the minutes of the Administrative and Executive Committee meetings held on November 16, 2023, were approved as published.

APPROVAL OF DISBURSEMENTS

2023 Reporting Period No. 23

Copies of the Check Register for the 23rd financial reporting period of October 23, 2023, to November 5, 2023, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer concerning payment to Argus Technical (page 1), Ms. Larsen stated this payment was for temporary employees working on the Origin and Destination Project.

Mr. Colman inquired about a number of payments. Ms. Larsen responded as follows:

- CDW Government, Inc. (page 1); this was for the purchase of 75 new Teams compatible telephone units as part of the phone system upgrade project.
- WEX Bank (page 1); this payment is for the Commission's fleet gasoline charges incurred at Exxon Mobil gas stations.
- Hmong American Friendship Association (page 2); this was reimbursement for outreach efforts as part of the 2024 VISION 2050 Update.
- Wisconsin Department of Employee Trust Funds (page 4); this was the December 2023 health insurance payment.

There being no additional questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 23rd reporting period of 2023 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 23rd reporting period of 2023 (copy attached to Official Minutes).

2023 Reporting Period No. 24

Copies of the Check Register for the 24th financial reporting period of November 6, 2023, to November 19, 2023, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to Affirm Agency (page 1), Ms. Larsen stated this payment was for marketing services conducted as part of the Commission's CommuteWISE program.

In response to a second inquiry by Mr. Colman concerning payment to GeoCue Group, Inc., (page 1), Ms. Larsen stated this was the annual renewal payment for the software that aids in the U.S. Public Land Survey datum conversion and can generate contour lines using LiDAR data sets.

There being no questions or comments on a motion by Mr. Dwyer, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 24th reporting period of 2023 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 24th reporting period of 2023 (copy attached to Official Minutes).

2023 Reporting Period No. 25

Copies of the Check Register for the 25th financial reporting period of November 20, 2023, to December 3, 2023, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to Bentley Systems, Inc., (page 1), Ms. Larsen stated this payment was for the annual license renewal for the long-range forecasting program used for arterial street and highway forecasts.

In response to an inquiry by Mr. Dwyer, Ms. Larsen stated employees must submit a request for reimbursement of their expenses within six weeks of incurring the expenditure.

There being no questions or comments on a motion by Mr. Dwyer, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 25th reporting period of 2023 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 25th reporting period of 2023 (copy attached to Official Minutes).

2023 Reporting Period No. 26

Copies of the Check Register for the 26th financial reporting period of December 4, 2023, to December 17, 2023, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to MobilISE, Ms. Larsen stated this was reimbursement to MobilISE for FlexRide payments that are deposited into the Commission's checking account. Ms. Larsen further stated that MobilISE is working on transitioning the deposit of these payments from the Commission's account to their bank account.

There being no questions or comments on a motion by Mr. Dwyer, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 25th reporting period of 2023 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 25th reporting period of 2023 (copy attached to Official Minutes).

2024 Reporting Period No. 1

Copies of the Check Register for the 1st financial reporting period of December 18, 2023, to December 31, 2023, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to Interpreting Solutions, Inc., (page 1), Ms. Larsen stated this was for a sign language interpreter needed at a Community Partner meeting.

There being no questions or comments on a motion by Mr. Pitts, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 1st reporting period of 2024 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 1st reporting period of 2024 (copy attached to Official Minutes).

REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING DECEMBER 31, 2024

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 1, ending on December 31, 2023, were distributed for Committee review. Chairperson Colman asked Ms. Larsen to review with the Committee the financial status of the Commission accounts as of the end of that period.

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Executive Committee
January 18, 2024

In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered the beginning of the calendar year, and no attempt was made to show actual expenditures or to project expenditures for the year given this very short period of time. She then called attention to the following items:

1. The revenue entries on the Statement reflect the budgeted amounts set forth in the Commission's Overall Work Program approved in November 2023. She noted that with respect to Federal and State Transportation Funds, a final approval letter securing these funds was received in December from the Wisconsin Department of Transportation. The Wisconsin Department of Administration revenue for the Coastal Management Program has also been secured and the Wisconsin Department of Natural Resources revenue for the Water Quality Planning Program is expected to be secured within the first quarter of the year.
2. With respect to service agreement revenues that support work activities in the planning program areas of land use, water quality, floodland management, economic development, and community assistance, many of the funds identified in the Statement already have been secured or are expected to be secured within the next few months. She noted that the \$71,518 in building program revenues identified in the service agreement column represents the rent to be paid in 2024 by the Commission's tenant, ProHealth Care, Inc. In September 2021, ProHealth signed an agreement extending their lease through March 31, 2024. The lease was amended on October 1, 2023, converting to a month-to-month lease, with either party given the ability to terminate the lease with 120 days written notice. Effective April 1, 2024, and on each April 1 thereafter, the monthly rental rate will increase by 3 percent while the lease remains active.
3. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2022 financial audit.
4. The Commission had on hand as of December 31, 2023, approximately \$6.35 million. This includes about \$381,000 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 5.38 percent interest, and certificate of deposit accounts.

[Secretary's Note: The Commission's Reserve Policy, approved at the January 20, 2022, Executive Committee Meeting, at a minimum must include: three months of operating revenues; \$1,500,000 for unexpected, emergency capital needs; the amount needed to assist the Counties with the biannual aerial orthophotography program for a period of four years; and for the Commission to complete one ongoing major regional study (approximately \$1,000,000). At a maximum, the reserve fund can include: six months of operating revenues; \$1,500,000 for unexpected, emergency capital needs; amounts associated with planned-for investments in capital assets; the amount needed to assist the Counties with the bi-annual orthophotography program for a period of ten years; for the Commission to complete one ongoing major regional study; and for the Commission to initiate and complete one other major regional study (approximately \$4,000,000).

In response to an inquiry by Mr. Dwyer, Ms. Larsen stated the Associated Bank savings account is a money market account with an average balance of \$200,000. This account is used to fund account payable items

if funds are not able to be drawn from the Local Government Investment Pool in a timely manner. In addition, the funds at Investors Bank have remained invested at the Bank for many years. These funds have not been drawn upon since their deposit.

There being no additional questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending December 31, 2023, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF CONTRACTS

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

There being no questions or comments, on a motion by Mr. Stroik, seconded by Mr. Crowley, 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

Chairperson 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).

During Mr. McKay's presentation, Mr. Colman inquired about the Historic Urban Growth project. Mr. McKay responded that the urban growth analysis shows the historical pattern of urban settlement, growth, and development in the Region since 1850 for selected points in time. Mr. McKay then noted that the analysis is routinely updated during major updates of the regional land use and transportation plan and, as time permits, staff has been working to better align the growth patterns with base map features such as roadways and water features.

In response to an inquiry by Ms. Brown-Martin, Mr. McKay stated that services to Milwaukee County regarding summarizing technical materials produced as part of the ongoing IH 794 Lake Interchange Study would be added to the next work program report.

CONSIDERATION OF TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENTS (RESOLUTION NO. 2024-01)

Chairperson Colman asked the Commission to consider adoption of Resolution No. 2024-01, which is an amendment to the Transportation Improvement Program for Southeastern Wisconsin: 2023-2026. Mr. McKay presented Resolution 2024-01, amending the 2023-2026 Regional Transportation Improvement Program (TIP). He indicated there are two changes to existing projects and 17 new projects to be amended into the TIP. He stated that these projects were approved by the Commission's Advisory Committees on Transportation System Planning and Programming for the Kenosha, Milwaukee, Racine, and West Bend Urbanized Areas.

There being no further questions or comments, on a motion by Mr. Dwyer to approve Resolution No. 2024-01, seconded by Mr. Pitts, and carried by a vote on 6 ayes and 0 nays, Resolution No. 2024-01 was approved (copy of Resolution 2024-01 attached to Official Minutes).

CONSIDERATION OF COMMISSION PER DIEM RATE TABLE

Chairperson Colman asked Ms. Hacker to review with the Committee the per diem rate table. Ms. Hacker stated the rate table had been distributed to the Commissioners at the start of the meeting. She noted the Commission Bylaws had been approved at the December Quarterly Meeting with the provision that staff add a per diem rate table to those Bylaws. A discussion ensued.

Mr. Stroik commented that the Commissioners bring a unique expertise to the Commission for which proper compensation is difficult. Mr. Dwyer agreed and noted that a commissioner provides a public service for which a significant per diem is not typically expected.

Mr. Crowley applauded the staff for addressing the comments the Commissioners have made regarding their service provided to the Commission.

Mr. Pitts noted that the Executive Committee has the authority to approve the per diem rate.

There being no additional comments, on a motion by Mr. Pitts, seconded by Mr. Stroik, a per diem rate of \$150 per day was accepted, and will go into effect beginning January 2024.

2023 ANNUAL REPORT UPDATE

Chairperson Colman asked Ms. Hacker to provide an update on the Annual Report to the Committee. Ms. Hacker stated in the past the Commission's Annual Report has been completed mid-year to early fall. The timing of the Annual Report completion has hinged on the completion of the Commission's Annual Audit, which is generally completed by mid-May.

Ms. Hacker stated she would like to move the publication of the Commission's Annual Report to February or March of each year. If this were the case, the Commission's audit numbers for the prior year would not be part of the annual report due to the timing of the audit. A discussion ensued.

Mr. Stroik stated he would prefer the annual report to be published earlier in the year as the details in this report may be helpful to the Counties and municipalities in the Region.

Mr. Colman stated that the Counties are sensitive to the Commission's audit.

Ms. Hacker stated that the annual report, if released earlier in the year, would provide a breakdown of the Commission's funding, but not the actual audited amounts.

Ms. Brown-Martin stated that Milwaukee County would be less comfortable if the audited amounts were not included in the Annual Report. She did indicate that a high-level summary of these numbers would be acceptable.

Ms. Hacker indicated that the Annual Report could include a statement that the audit is available on the Commission website by June of each year.

Ms. Larsen stated the timing of the audit could be moved toward a March completion date for the 2024 audit.

Mr. Stroik suggested that the Annual Report be published earlier in the year and include the most recent audited numbers available, which for the 2023 Annual Report, would be the 2022 audit numbers. Ms.

Brown-Martin commented that this is a common approach for annual reports. There being no further discussion, the Committee members agreed on this approach.

DISCUSSION CONCERNING PROFESSIONAL SERVICES TO ASSIST IN THE EVALUATION OF COMMISSION BUILDING SPACES

Chairperson Colman indicated that pursuant to Wis. Stats. Sec. 19-85(1)(e), he was requesting a motion for the Committee to adjourn into a closed session for a discussion regarding the evaluation of Commission building space. It was moved by Mr. Stroik and seconded by Mr. Pitts to go into closed session. Without objection the Committee moved into a closed session.

At the conclusion of that discussion, the Committee reconvened into open session and held the discussion over to a future meeting.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairperson Colman asked Ms. Hacker if there were any correspondence or announcements. Ms. Larsen stated the March Quarterly Commission meeting will be held at a location to be determined in Waukesha County. Mr. McKay stated the February 6, 2024, Planning and Research Committee agenda will include consideration of an amendment to the Village of Kewaskum Sewer Service Area and an update on the Regional Natural Areas Plan Update.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 4:00 p.m. on a motion by Mr. Crowley, seconded by Mr. Dwyer, and carried unanimously.

Respectfully submitted,

Stephanie Hacker
Deputy Secretary