

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday, February 15, 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:

Charles L. Colman, Chairman
Donna Brown-Martin
James T. Dwyer
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
Alina Panasiuk	Accounting Specialist

ROLL CALL

Chairperson Colman called the meeting to order at 1:35 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 JANUARY 18, 2024

Chairperson Colman asked if there were any changes or additions to the January 18, 2024, Executive Committee meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Pitts, and carried unanimously, the minutes of the Executive Committee meeting held on January 18, 2024, were approved as published.

APPROVAL OF DISBURSEMENTS

2024 Reporting Period No. 1

Copies of the Check Register for the 1st financial reporting period of January 1, 2024, to January 14, 2024, were distributed to the Committee.

Mr. Colman inquired about two payments. Ms. Larsen responded as follows:

- Joseph Delmagori (page 1); Mr. Delmagori is a Commission staff member who has requested tuition reimbursement in accordance with the Commission's tuition reimbursement program to help pay for a portion of his GIS certificate.
- Affirm Agency (page 1); this payment was for marketing services conducted as part of the Commission's CommuteWISE program.

There being no additional questions or comments, on a motion by Mr. Dwyer, 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).

2024 Reporting Period No. 2

Copies of the Check Register for the 2nd financial reporting period of January 15, 2024, to January 28, 2024, were distributed to the Committee.

Mr. Colman inquired about three payments. Ms. Larsen responded as follows:

- Cardmember Service (page 1); this payment represents several items including the monthly payment for cloud data storage, the purchase of two monitors, and the staff awards gathering.
- EcoInteractive, LLC, (page 1); this payment was for the consultant hired to work with staff on the update of the Commission's Transportation Improvement Program database. Upon completion of this update, the TIP database will be an interactive online program.
- Terminal-Andre, Inc. (page 2); this payment was for the Commission's electrician to update the building emergency lighting, and to repair the electric heater in the garage.

There being no additional questions or comments on a motion by Mr. Stroik, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 2nd reporting period of 2024 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 2nd reporting period of 2024 (copy attached to Official Minutes).

REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JANUARY 28, 2024

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 2, ending on January 28, 2024 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 just under 10 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 January meeting.
2. The service agreement revenues remain unchanged from the report presented at the January meeting.
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 January 28, 2024, approximately \$7.06 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 5.39 percent interest, and certificate of deposit accounts. The Spring Bank CD renewed on February 13, 2024, that CD has been renewed for a period of 12 months, with a 5.10 percent annual percentage yield.

There being no questions or comments, on a motion by Mr. Pitts, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 28, 2024, 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 three contracts.

In response to an inquiry by Mr. Colman, Mr. McKay stated that the Commission is providing staff support to the City of Racine to manage consultants in the conduct of a new Kenosha Racine Milwaukee Regional Rail line study. Ms. Hacker stated that the study steering committee will meet at the end of February.

There being no additional questions or comments on a motion by Mr. Stroik, seconded by Mr. Dwyer, 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).

DISCUSSION AND CONSIDERATION OF FRAMEWORK FOR INITIATING AND CONDUCTING THE COMMISSION STRATEGIC PLAN

Chairperson Colman asked Ms. Hacker to initiate the discussion concerning the process for developing the Commission strategy.

Ms. Hacker began the discussion by reviewing the anticipated scope and schedule of 2024 Strategy for the Southeastern Wisconsin Regional Planning Commission.

During the discussion, the following comments and inquiries were made.

Mr. Colman stated that staff and Commissioners should lead this process; however, a facilitator who is not on the Commission staff could be hired to facilitate meetings during the process as needed.

In response to an inquiry by Mr. Pitts, Mr. Colman stated that this process will help to identify the areas where changes can be made to improve the operations of the Commission.

In response to an additional inquiry by Mr. Pitts, Mr. Colman stated that Commission staff will help identify a meeting facilitator to assist in this process as needed. Mr. Dwyer suggested using a local facilitator and perhaps contacting UW Waukesha, MATC, or Carroll University for assistance.

Ms. Brown-Martin stated that consensus will be needed between the staff and Commissioners regarding the mission, vision, and values. She further stated that there is a need to reflect on the Commission's current work during the strategy development process to ensure it remains relevant to the Region's communities. Mr. Crowley agreed that developing a strategy is important to ensuring the Commission's work is relevant.

In response to an inquiry by Mr. Pitts, Ms. Hacker stated that the process will start with determining the Commission's mission and vision and then creating the goals and actions.

Mr. Colman stated he has long felt there has been a barrier between the staff and the Commissioners, and that one of the outcomes of the strategy should be removing this barrier.

Mr. Stroik stated that the strategy is being developed from the beginning and noted that Spano Pratt highlighted the need for a strategic plan during the Executive Director search that occurred in 2023. Ms. Hacker noted that she has now completed individual meetings with all staff, which has provided insights that will be valuable for beginning the strategy development process.

In response to an inquiry by Mr. Dwyer, Ms. Hacker stated that the new Communications Specialist position has been filled, and the Specialist will advise on how to inform the seven counties of the strategy development process. Mr. Stroik suggested reaching out to County Executives and Administrators regarding participation in the process. Mr. Pitts suggested preparing a letter explaining the process. Ms. Brown-Martin suggested providing information to the County-appointed Commissioners to share with their respective County Executives or Administrators.

Mr. Stroik stated that more details in the anticipated scope would be helpful, but he can support initiating the strategy development process.

There being no further discussion, on a motion by Mr. Stroik, seconded by Mr. Dwyer, and carried unanimously, staff is approved to initiate the strategy development process.

DISCUSSION OF COMMISSION BYLAWS

Mr. Pitts stated he had asked Chairperson Colman to initiate a discussion on Commission Bylaws. Mr. Colman referred to Article III, Section 2(A), where the Commission Chairperson is limited to members of the Executive Committee and to members of the Commission who are not elected officials.

A lengthy discussion ensued.

It was determined to carry this discussion to the next Executive Committee meeting.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairperson Colman asked Mr. McKay if there were any correspondence or announcements. Mr. McKay stated the March Quarterly Commission meeting will be held at the Waukesha County Communications Center.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 3:13 p.m. on a motion by Mr. Stroik, seconded by Mr. Dwyer, and carried unanimously.

Respectfully submitted,

Stephanie Hacker
Deputy Secretary

SRH/BRM/EAL
#271980