

MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
QUARTERLY COMMISSION MEETING

Wednesday, March 6, 2024

3:00 p.m.

Waukesha County Communications Center
1621 Woodburn Road
Waukesha, WI 53188

Meeting Occurred in Person and Virtually via Video and Telephone Conference

Present:

Excused:

Commissioners:

Charles Colman, Chairman
James Dwyer, Vice-Chairman
Donna Brown-Martin
Michael Crowley
Katrina Hanson
Brian Holt
John Holloway
Dewayne Johnson
Natalia Minkel-Dumit
Robert Pitts
Jeffrey Schleif
Peggy Shumway
Eric Stelter
David Stroik

Thomas Buestrin
Priscilla Coggs-Jones
Jonathan Delagrave
Mary Knipper
Michael Maistelman
Amy Maurer

Staff:

Stephanie Hacker
Benjamin McKay
Elizabeth Larsen
Alina Panasiuk
James Zehner

Executive Director
Deputy Director
Director of Administration
Accounting/HR Specialist
Communications Specialist

Guests:

Larry Witzling

GRAEF

ROLL CALL

Chairperson Colman called the 286th meeting of the Commission to order at 3:00 p.m. Roll call was taken, and a quorum was declared present. Chairperson Colman indicated for the record that Commissioners Buestrin, Coggs-Jones, Delagrave, Knipper, Maistelman, and Maurer had asked to be excused.

Mr. Michael Crowley, Commissioner and Waukesha County Board Supervisor, welcomed the Commissioners to the Waukesha County Communications Center. He noted that Paul Decker, Waukesha County Board Chair, extended his appreciation for the Commission and its work efforts.

APPROVAL OF MINUTES OF THE DECEMBER 6, 2023, QUARTERLY COMMISSION MEETING

On a motion by Mr. Stroik, seconded by Mr. Schleif, and carried unanimously, the minutes of the December 6, 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 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 investments and cash on hand of approximately \$7.01 million. Just over \$5.95 million was 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.

There being no discussion, on a motion by Mr. Dwyer, seconded by Ms. Brown-Martin, and carried unanimously, the Treasurer's Report for the period ending January 28, 2024, 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 December 6, 2023.

On February 6, 2024, the Committee took the following actions:

- 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 Kewaskum sanitary sewer service area
- Received a presentation on the Regional Natural Areas Plan Update
- Received an update on the 2024 Review and Update of VISION 2050

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 January 18, 2024, and February 15, 2024, since the previous Commission Meeting.

At both meetings, the Committee:

1. Reviewed and approved proposed contracts for planning work. Six contracts were approved in January, and three contracts were approved in February. The details of those contracts are attached to this report.
2. Received a report outlining progress on key planning efforts being undertaken by the Commission in 2024. The most recent progress report is attached to this report.

At the January meeting, the Committee also took the following actions:

1. Reviewed and approved disbursements for five financial periods: year 2023 Nos. 23, 24, 25, 26, and year 2024 No. 1, for the period October 23, 2023, to December 31, 2023.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the financial reporting period No. 1 2024.
3. Reviewed and approved amendments to the 2023-2026 Regional Transportation Improvement Program (TIP). These amendments to the 2023-2026 TIP were necessary to advance 5 existing projects, advance 10 new projects, and drop 1 existing project, which were approved by the Commission's Advisory Committees on Transportation System Planning and Programming for the Kenosha, Milwaukee, and West Bend Urbanized Areas.
4. Discussed Commissioner per diem rate table.
5. Received an update on the Commission's 2023 Annual Report.
6. Moved into closed session to discuss professional services to assist with the evaluation of the Commission's building spaces.

At the February meeting the Committee took the following actions:

1. Reviewed and approved and approved disbursements for two financial periods: year 2024 Nos. 1 and 2, for the period January 1, 2024, to January 28, 2024.*
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the financial reporting period No. 2, 2024.
3. Discussed the framework for initiating the development of a Commission Strategy.
4. Discussed Article III, Section 2(A) of the Commission Bylaws.

*Calendar Year 2024 has two No. 1 Reporting Periods due to the accounting software changeover effective January 1, 2024.

CONSIDERATION OF AMENDMENT TO THE REGIONAL WATER QUALITY MANAGEMENT PLAN

Amendment to the Village of Kewaskum sanitary sewer service area (Resolution No. 2024-03)

Chairperson Colman asked the Commission to consider Resolution No. 2024-03, noting that the Resolution would revise the Village of Kewaskum 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 6, 2024, Planning and Research Committee meeting and then provided a brief overview. During the overview Mr. McKay explained that one area is proposed to be added to the existing sewer service area. He noted that the subject area to be added is 81 acres in size and proposed to be developed with industrial uses. He also noted that sewers to serve new development would not be extended into the secondary environmental corridor comprised of wetlands located in the subject area.

There being no discussion, on a motion by Mr. Holt and seconded by Mr. Crowley, Resolution No. 2024-03 was adopted by a vote of 14 ayes and 0 nays (Copy of Resolution No. 2024-03 is attached to the Official Minutes).

CONSIDERATION OF TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENTS (RESOLUTION No. 2024-02)

Chairperson Colman asked the Commission to consider adoption of Resolution No. 2024-02, which is an amendment to the Transportation Improvement Program for Southeastern Wisconsin: 2023-2026. Mr. McKay presented Resolution 2024-02, amending the 2023-2026 Regional Transportation Improvement Program (TIP). He indicated there are 5 changes to existing projects and 10 new projects to be amended into the TIP. He also noted that 1 existing project would be dropped from 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, and West Bend Urbanized Areas.

There being no questions or comments, on a motion by Mr. Dwyer to approve Resolution No. 2024-02, seconded by Mr. Johnson, and carried by a vote on 14 ayes and 0 nays, Resolution No. 2024-02 was approved (copy of Resolution 2024-02 attached to Official Minutes).

DISCUSSION ON THE STATE OF THE AGENCY AND THE LATEST HAPPENINGS IN THE REGION

Chairperson Colman asked Ms. Hacker to present the PowerPoint presentation on the State of the Agency.

In response to an inquiry by Mr. Colman, Mr. McKay stated that the Commission, in close coordination with the City of Milwaukee's Environmental Collaboration Office (ECO), received a \$1 million non-competitive planning grant through the U.S. Environmental Protection Agency's Climate Pollution Reduction Grant (CPRG) program. The grant provides funding for a pollution reduction action plan covering the Milwaukee Metropolitan Statistical Area (MSA), including Milwaukee, Ozaukee, Washington, and Waukesha Counties. He also noted that the City of Milwaukee, in partnership with interested county and local governments in the four-county metro area, is leading work on an application for an implementation grant under CPRG program.

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DISCUSSION ON MISSION AND VISION STATEMENTS FOR THE AGENCY

Chairperson Colman asked Ms. Hacker to initiate the discussion. Ms. Hacker, utilizing a round robin format, asked each Commissioner to provide keywords they would suggest including in a mission statement or vision statement for the Commission. The keywords were recorded on a Google Jamboard to be used for developing the mission and vision statements. Ms. Hacker stated that working draft mission and vision statements will be presented for discussion at the March Executive Committee meeting.

DISCUSSION AND CONSIDERATION OF AGENCY'S STRATEGY FRAMEWORK AND SCHEDULE FOR DEVELOPMENT

Chairperson Colman asked Ms. Hacker to initiate the discussion. Ms. Hacker asked the Commissioners to turn their attention to the framework and schedule that was distributed during the meeting. She then explained the proposed timeline for each step in the 2024 Strategy development process. During the discussion, the following comments and questions were made.

In response to an inquiry by Mr. Johnson, Ms. Hacker noted that available mission and vision statements have been gathered from each County in the Region.

In response to an inquiry by Mr. Holloway, Ms. Hacker stated the Commission has not held a retreat in many years.

In response to inquiries by Mr. Stelter and Mr. Stroik, Ms. Hacker stated that areas in which the Commission needs to improve will be addressed during the Strategy development process.

In response to an inquiry by Mr. Johnson, Ms. Hacker stated that the Counties need to be kept apprised of the Strategy development as outlined in the Strategy development framework. She also stated that staff would engage the agency's new Communications Specialist for communicating Strategy development. Ms. Hacker acknowledged that staff will remain conscientious of requesting input before creating too much content.

Mr. Johnson commented that input should be obtained from the County Board Chairpersons and Executives in the Region to help determine how the Commission can best serve the Counties. Ms. Hacker asked Commissioners to begin by briefing their counties on the Commission's efforts to develop a Strategy. Ms. Brown-Martin agreed and then suggested that the Commission's Environmental Justice Task Force can help provide input from the community perspective.

CORRESPONDENCE/ANNOUNCEMENTS

Ms. Hacker stated there was no correspondence. Mr. Crowley stated he will host a brief tour of the Communications Center immediately following this meeting.

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 4:27 p.m.

Respectfully submitted,

Stephanie Hacker
Deputy Secretary