

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday, April 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:

Charles L. Colman, Chairman
Donna Brown-Martin
Michael A. Crowley
James T. Dwyer
Brian Holt
Natalie Minkel-Dumit
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
Christopher Hiebert	MPO Director
Alina Panasiuk	Accounting Specialist

Guests:	Dan Barone	UZURV
	Julie Nelson	UZURV

ROLL CALL

Chairperson Colman called the meeting to order at 1:30 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. He also noted that Commissioners Holt and Minkel-Dumit have been added to the Executive Committee.

APPROVAL OF MINUTES OF MARCH 14, 2024

Chairperson Colman asked if there were any changes or additions to the March 14, 2024, Executive Committee meeting minutes. There were none.

On a motion by Mr. Dwyer, seconded by Mr. Holt, and carried unanimously, the minutes of the Executive Committee meeting held on March 14, 2024, were approved as published.

CONSIDERATION OF ADJUSTMENTS TO THE YEAR 2020 KENOSHA, MILWAUKEE, RACINE, ROUND LAKE BEACH, AND WEST BEND URBANIZED AREA BOUNDARIES AS DEFINED BY THE U.S. CENSUS BUREAU (RESOLUTION NO. 2024-06)

Chairperson Colman asked the Commission to consider adoption of Resolution No. 2024-06, that would adjust the year 2020 urbanized area boundaries for the Kenosha, Milwaukee, Racine, Round Lake Beach, and West Bend Urbanized area.

Mr. Hiebert discussed the background of the subject boundaries and staff recommendations for the new boundary areas. He also explained the procedure staff took to determine the new urbanized area boundaries.

Following Mr. Hiebert's review, and there being no questions or comments, on a motion by Mr. Pitts, seconded by Mr. Crowley, and carried by a vote of 8 ayes and 0 nays, Resolution No. 2024-06 was approved (copy of Resolution 2024-06 is attached to Official Minutes).

CONSIDERATION OF AMENDMENT TO THE 2024 OVERALL WORK PROGRAM (RESOLUTION NO. 2024-05)

Chairperson Colman asked the Commission to consider adoption of Resolution No. 2024-05, which is an amendment to the 2024 Commission Overall Work Program (OWP).

Ms. Larsen stated this amendment is a proposed revision of the 2024 OWP. This revision will move Federal Highway Administration (FHWA) funds allocated for 2023, which had been approved for expenditure in 2024 in an October 2023 OWP revision, back into 2023.

This amendment also adds a Milwaukee County project titled, "Multimodal Enhancements and Traffic Calming Project." This project is being funded through the 2023 Areas of Persistent Poverty Grant Program and is funded by the Federal Transit Administration (FTA) and Milwaukee County. The addition of this project was requested by the FTA. This project does not add new funding or work efforts to the Commission's 2024 Budget.

There being no questions or comments, on a motion by Mr. Dwyer to approve Resolution No. 2024-05, seconded by Mr. Holt, and carried by a vote of 8 ayes and 0 nays, Resolution No. 2024-05 was approved (copy of Resolution 2024-05 attached to Official Minutes).

DISCUSSION AND CONSIDERATION OF ADOPTING A SUMMER HOUR POLICY

Chairperson Colman asked Ms. Larsen to review the proposal to adopt a Summer Hour Policy. Ms. Larsen distributed a memorandum to the members of the Executive Committee outlining the proposed policy.

A discussion ensued. Mr. Crowley commented that this policy as an important retention tool. He further stated this type of benefit is becoming common with non-profit organizations.

There being no additional comments, on a motion by Mr. Pitts, seconded by Mr. Crowley, the summer hour policy, with the understanding the Committee will receive an update on the policy at a Committee meeting in the fall, was approved unanimously.

DISCUSSION ON STATUS OF THE 2024 STRATEGY

Ms. Hacker reviewed and updated the Committee on the progress of the 2024 Strategy. She commented that the Commissioners had participated in a brainstorming session that resulted in draft mission and vision statements at the March Quarterly meeting. At the March Executive Committee meeting, those statements were narrowed down to one draft statement each. The staff had the opportunity at the April all staff meeting to provide input on the draft mission and vision statements. The next step will include refining the draft mission and vision statements based on staff comment and developing Commission goals.

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).

In response to an inquiry by Mr. Pitts, Mr. McKay stated that public meeting notices concerning work the Commission conducts on behalf of another unit of government are not posted on the Commission's website but are noticed by the unit of government. Ms. Hacker noted that with the recent hiring of the Commission's Communications Specialist, combined with reactivating the Commission's Intergovernmental and Public Relations Committee, and the soon to be launched new website, the Commission will be able to report on staff activities more thoroughly.

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.

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

REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MARCH 24, 2024

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 6, ending on March 24, 2024, 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.

In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered represented just under 25 percent of the calendar year. She then called attention to the following items:

1. The Federal revenue entry has been reduced to reflect the transfer of 2023 FHWA funding to Calendar Year 2023. The State revenue entries remain unchanged from the report presented at the March meeting.
2. The service agreement revenues in the Land Use Planning program have increased \$152,600, due to the Reforestation contract and the wetland delineation contract, both with MMSD. The service agreement revenues in the remaining program areas are unchanged from the report presented at the March 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 March 24, 2024, approximately \$7.71 million. This includes about \$151,000 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 5.40 percent interest, and certificate of deposit accounts.

There being no questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Pitts, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending March 24, 2024, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF DISBURSEMENTS

2024 Reporting Period No. 5

Copies of the Check Register for the 5th financial reporting period of February 26, 2024, to March 10, 2024, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to Danielle Matuzak, (page 1), Ms. Larsen stated this payment was for reimbursement of moving expenses. Ms. Matuzak is a new hire from outside the Region. The Commission will reimburse moving expenses for a new employee. Should that employee leave prior to two years of employment, those expenses must be returned to the Commission on a pro-rated basis.

In response to a second inquiry by Mr. Colman concerning payment to AccuNet, Inc. (page 1), Ms. Larsen stated this was a progress payment for the accounting software implementation.

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 5th reporting period of 2024 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 5th reporting period of 2024 (copy attached to Official Minutes).

2024 Reporting Period No. 6

Copies of the Check Register for the 6th financial reporting period of March 11, 2024, to March 24, 2024, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to Independence First, (page 1), Ms. Larsen stated this payment was for VISION 2050 2024 Update outreach activities conducted by that organization.

In response to an inquiry by Mr. Colman concerning payment to the City of Pewaukee, (page), Ms. Larsen stated this payment was for the Commission's quarterly sewer and water bill.

There being no additional questions or comments on a motion by Mr. Pitts, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 6th reporting period of 2024 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 6th reporting period of 2024 (copy attached to Official Minutes).

CORRESPONDENCE AND ANNOUNCEMENTS

Chairperson Colman stated he will reach out to certain members of this Committee to assemble an Ad Hoc Salary Committee that will meet prior to the May Executive Committee meeting.

Mr. McKay stated that the next Planning and Research Committee meeting will be held on May 21, 2024.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:35 p.m. on a motion by Mr. Crowley, seconded by Ms. Minkel-Dumit, and carried unanimously.

Respectfully submitted,

Stephanie Hacker
Deputy Secretary

SRH/BRM/EAL
#272852