

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### EXECUTIVE COMMITTEE

Thursday, May 16, 2024

1:30 p.m.

Southeastern Wisconsin Regional Planning Commission  
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  
Jonathan Delagrave  
James T. Dwyer  
Brian Holt  
Natalie Minkel-Dumit  
Robert W. Pitts  
David L. Stroik

Thomas H. Buestrin

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 1:34 p.m. Roll call was taken, and a quorum was declared present. Chairperson Colman noted for the record that Commissioner Buestrin had asked to be excused.

#### APPROVAL OF MINUTES OF APRIL 18, 2024

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

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

**CONSIDERATION OF TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENTS (RESOLUTION NO. 2024-07)**

Chairperson Colman asked the Commission to consider adoption of Resolution No. 2024-07, which is an amendment to the Transportation Improvement Program for Southeastern Wisconsin: 2023-2026. Mr. McKay presented Resolution 2024-07, amending the 2023-2026 Regional Transportation Improvement Program (TIP). He indicated there are seven changes to existing projects and eight 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 questions or comments, on a motion by Mr. Crowley to approve Resolution No. 2024-07, seconded by Mr. Delagrave, and carried by a vote on 9 ayes and 0 nays, Resolution No. 2024-07 was approved (copy of Resolution 2024-07 attached to Official Minutes).

**CONSIDERATION OF THE REPORT ON STAFF COMPENSATION**

Ms. Hacker reported that an Ad Hoc Salary Committee including Commissioners Colman, Crowley, Delagrave, Dwyer, Minkel-Dumit, and Stroik met to review recommended staff salary merit adjustments to be in effect from July 2024 through June 2025. The Subcommittee met prior to the Administrative Committee meeting and approved the proposed salary adjustments. The proposed salary adjustments average 4.51 percent, or \$230,060. Excluding promotions and equity adjustments, the proposed increase in salaries based on merit is 4.20 percent.

There being no additional discussion, on a motion by Mr. Delagrave, seconded by Mr. Crowley, the Commission Compensation Plan was approved.

**CONSIDERATION OF BUDGET ASSUMPTIONS FOR 2024**

Chairman Colman asked Ms. Larsen to lead the Committee through a discussion of budget assumptions for calendar year 2025. Noting that materials had been provided to Committee members prior to this meeting (copy attached to the Official Minutes), Ms. Larsen made the following major points:

1. Federal grants for transportation planning increased under the Bipartisan Infrastructure Law which calls for a nominal annual increase. The STP funding for the Regional Orthophotography Program will again be available in 2026, and the EPA Climate Pollution Reduction (CPRG) grant has been allocated proportionately through 2027.
2. State funding for transportation planning remains consistent from the 2024 budget.
3. State funding for water quality management planning will increase slightly while coastal management planning will remain at the same level as the 2024 budget.
4. An overall decrease in service agreement revenues of \$545,921, or just under 25 percent, has been assumed. Service agreement revenues are expected to increase in park and land use planning due to the addition of funds for the Natural Areas Plan and the continuation of work on the Milwaukee Metropolitan Sewerage District Reforestation and Wetland Restoration and Greenseams programs. Water quality planning service agreements increased due to the anticipated completion of the Geneva Lake Management Plan Update and the Delavan Lake Management Plan Update. Community Assistance planning revenues have decreased due to the

- completion of most of the County Hazard Mitigation Plans (HMP). The Milwaukee County HMP will be completed in 2025. Stormwater management planning revenues have decreased due to a decline in the Root River Watershed funding. The County Surveyor budget reflects a one percent increase over the 2024 actual revenue amount. The 2024 budget called for a three percent increase in the County Surveyor revenue over the 2023 budget; the amount actually increased by one percent. In addition, the KRM Regional Rail Corridor Study that was initiated in 2023 will continue through March 2025.
5. The rental amount from a tenant in the Rockwood Drive building is estimated to remain the same. ProHealth Care has terminated their lease agreement effective June 30, 2024. It is hoped the Commission will attract a new tenant to that space with the rent being at a minimum, the same rental rate, if not increasing the rent. The Commission had not increased the ProHealth Care rental rate since 2006.
  6. It is proposed that the budget amount for regional tax levy support remain the same as the 2024 level of funding, resulting in a tax rate of 0.00080 percent – substantially below the statutory cap of 0.003 percent. The Region increased its tax base by 11.99 percent from 2022 to 2023 (see Table 2). The proposed 2025 budget will be the nineteenth consecutive year that regional tax levy is at or below the level set in 2006. Table 3 shows the distribution of the levy among the seven counties.
  7. On an overall basis, the potential year 2025 operating budget would call for a total revenue and expenditure level of about \$8.89 million, a decrease of \$702,531 or 7.32 percent from the adopted 2024 budget. This decrease is due primarily to a reduction in funds received for staff work on the KRM Regional Rail Corridor Study, the Climate Pollution Reduction Grant, and the completion of the 2024 Orthophotography Program.
  8. Key expenditure assumptions proposed to be made in preparing the budget include an authorized full-time staffing level of 64 positions, three less than the 2024 budget; staff salary adjustments of about 3 percent with salary increases distributed on the basis of merit; a 10 percent increase in health insurance costs; and an increase in Commission's share of retirement costs from 6.9 percent to 7.0 percent.

In response to an inquiry by Mr. Pitts, Ms. Larsen stated the Commission will request bids for large repair projects, such as the repair to the elevator and replacement of the HVAC system. However, the ongoing maintenance contracts for the HVAC and elevator are renewed annually.

There being no further questions or comments on a motion by Mr. Stroik, seconded by Mr. Pitts, and carried unanimously, the budget assumptions for calendar year 2025 were approved.

#### **REPORT ON AND CONSIDERATION OF RENEWAL OF COMMISSION'S BUSINESS INSURANCE**

Ms. Larsen noted the Commission's Business Insurance is up for renewal on June 1, 2024. The 2023-2024 insurance premium was \$71,464. In discussing renewal rates with the Commission's insurance agent, it can be expected that the 2024-2025 insurance renewal premium will be approximately \$73,000, however the final renewal amount is not yet available. Ms. Larsen asked the Committee approve an amount not to exceed \$75,000 for renewal of the Commission's Business Insurance. A report on the insurance renewal including the coverage and cost will be presented at the June Committee meeting.

On a motion by Mr. Pitts, seconded by Mr. Delagrave, and carried unanimously, the renewal of the Commission's business insurance with an annual amount not to exceed \$75,000 was approved.

### **REVIEW AND DISCUSSION OF DRAFT MISSION, VISION, AND GOALS FOR THE 2024 STRATEGY**

On a motion by Mr. Holt, seconded by Ms. Minkel-Dumit, the review and discussion of the draft mission, vision, and goals for the 2024 strategy was tabled to the June Committee meeting.

### **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).

### **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 ten contracts.

There being no questions or comments on a motion by Mr. Crowley, seconded by Mr. Stroik, 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 APRIL 21, 2024**

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 8, ending on April 21, 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 over 30 percent of the calendar year. She then called attention to the following items:

1. The Federal revenue and State revenue entries remain unchanged from the report presented at the April 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 April 21, 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 5.38 percent interest, and certificate of deposit accounts.

In response to an inquiry by Mr. Stroik, Ms. Larsen stated the deficit in the Economic Development Planning program is due to staff work on economic development profiles and revolving loan fund projects that are not sufficiently funded to cover staff costs.

There being no additional questions or comments, on a motion by Mr. Pitts, seconded by Mr. Holt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending April 21, 2024, was accepted to be placed on file (copy attached to Official Minutes).

## **CONSIDERATION OF DISBURSEMENTS**

### **2024 Reporting Period No. 7**

Copies of the Check Register for the 7<sup>th</sup> financial reporting period of March 25, 2024, to April 7, 2024, were distributed to the Committee.

There being no questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Delagrave, and carried unanimously, the Commission disbursements for the 7<sup>th</sup> reporting period of 2024 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 7<sup>th</sup> reporting period of 2024 (copy attached to Official Minutes).

### **2024 Reporting Period No. 8**

Copies of the Check Register for the 8<sup>th</sup> financial reporting period of April 8, 2024, to April 21, 2024, were distributed to the Committee.

In response to an inquiry by Mr. Holt concerning payment to United Way of Greater Milwaukee and Waukesha, (page 3), Ms. Larsen stated this payment is a payroll deduction where staff chooses to donate to the United Way of Waukesha County.

There being no additional questions or comments on a motion by Mr. Dwyer, seconded by Mr. Delagrave, and carried unanimously, the Commission disbursements for the 8<sup>th</sup> reporting period of 2024 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 8<sup>th</sup> reporting period of 2024 (copy attached to Official Minutes).

## **CORRESPONDENCE AND ANNOUNCEMENTS**

Mr. McKay stated that the next Planning and Research Committee meeting will be held on May 21, 2024. Ms. Larsen stated the Annual Commission Meeting will be held at Riveredge Nature Center on June 12, 2024, and the Commission Executive Committee will meet at the Commission office on June 20, 2024.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:55 p.m. on a motion by Mr. Pitts, seconded by Mr. Dwyer, and carried unanimously.

Respectfully submitted,

Stephanie Hacker  
Deputy Secretary

SRH/BRM/EAL  
#272852