

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday, July 18, 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 Colman, Chairperson
Donna Brown-Martin
Michael Crowley
James Dwyer
Brian Holt
Natalia Minkel-Dumit
Robert Pitts
David Stroik

Thomas Buestrin

Staff:

Stephanie Hacker	Executive Director
Benjamin McKay	Deputy Director
Elizabeth Larsen	Director of Administration
Christopher Hiebert	MPO Director
Alina Panasiuk	Accounting Specialist

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 Commissioner Buestrin had asked to be excused.

APPROVAL OF MINUTES OF JUNE 20, 2024

Chairperson Colman asked if there were any changes or additions to the June 20, 2024, Executive Committee meeting minutes. There were none.

On a motion by Mr. Pitts, seconded by Mr. Stroik, and carried unanimously, the minutes of the Executive Committee meeting held on June 20, 2024, were approved as published.

PRESENTATION AND CONSIDERATION OF THE 2023 COMMISSION AUDIT REPORT

Chairperson Colman welcomed Mr. Jordan Boehm, CPA, Principal, of the firm CliftonLarsonAllen (CLA), to present the Draft 2023 Commission Audit Report to the Committee.

Mr. Boehm introduced himself to the Committee and presented the audit findings as he referenced the summary document of the Commission's 2023 Audit and then presented a summary of the findings. He noted two financial findings were issued. One finding was due to the year-end assistance with cash reconciliation and payroll adjustment that occurred related to the Commission's bank account closures due to a security breach combined with the changeover to new payroll and accounting software. This situation is not anticipated to occur in the future. The second finding was a compliance requirement and involved no financial transactions. Staff must ensure vendors are not suspended, debarred, proposed for debarment, or declared ineligible from covered transactions by any Federal department or agency prior to purchasing goods or services. This issue has been corrected by adding suspension and debarment language to the Commission's purchase order form. In addition to the findings, a financial misstatement was noted where a deposit received in 2023, for the year 2022, was not recorded in year 2022.

As these findings were minor, and there were no single audit findings, a clean audit opinion will be issued.

In response to an inquiry by Mr. Pitts regarding concerns Mr. Boehm may have, Mr. Boehm noted in his work with local government agencies, he has seen the labor market become very competitive with many government employees finding higher paying jobs in the private sector with similar benefits. He advised the Commission to ensure resources are available to attract and retain staff.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Ms. Minkel-Dumit, and carried unanimously, the 2023 Commission Audit Report was approved and placed on file.

REVIEW AND CONSIDERATION OF TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENTS (COPY OF EXHIBIT AND RESOLUTION No. 2024-11)

Chairperson Colman asked the Commission to consider adoption of Resolution No. 2024-11, which is an amendment to the Transportation Improvement Program for Southeastern Wisconsin: 2023-2026. Mr. McKay presented Resolution 2024-11, amending the 2023-2026 Regional Transportation Improvement Program (TIP). He indicated there are 18 changes to existing projects and 35 new projects to be amended into the TIP. In addition, two projects would be removed 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, Racine, Round Lake Beach, and West Bend Urban Areas.

Mr. Hiebert then reviewed the new project format stating these reports were generated by the new online TIP database and acknowledged the project presentation will be refined for future meetings. Ms. Brown-Martin commented that the new project format does provide useful information.

There being no questions or comments, on a motion by Mr. Dwyer to approve Resolution No. 2024-11, seconded by Mr. Stroik, and carried by a vote on 8 ayes and 0 nays, Resolution No. 2024-07 was approved (copy of Resolution 2024-11 attached to Official Minutes).

DISCUSSION AND CONSIDERATION OF LEASING AGENT FOR THE ROCKWOOD DRIVE RENTAL SPACE

Ms. Hacker distributed a memorandum to the Committee outlining the Rockwood Drive leasing support options. Ms. Hacker also recognized staff had received a telephone call from Commissioner Buestrin offering additional suggestions for leasing agents. Ms. Hacker stated she had left a message informing Commissioner Buestrin that staff would reach out to those contacts should the need arise in the future.

During Ms. Hacker's review of the memorandum the following discussion occurred.

Mr. Stroik had asked for clarification on the fee range if the potential tenant also had a leasing agent. Ms. Hacker stated she would reach out to obtain clarification on the broker.

[Secretary's Note: Ms. Hacker spoke with Colliers to clarify that the fee applied to a deal or transaction for a broker and a co-broker would not be as much as 14 percent. The co-broker fee collected of six to seven percent is shared between the landlord broker and the tenant's leasing agent or co-broker. Should the tenant have a specific payment relationship with their leasing agent/co-broker, this arrangement would be disclosed and the single broker fee of around four percent would be charged.]

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Mr. Holt, staff was directed to move forward with obtaining a leasing agent for the Rockwood Drive rental space subject to successfully answering the question regarding broker and co-broker fee payments. This motion was carried unanimously.

DISCUSSION ON REACTIVATING THE INTERGOVERNMENTAL & PUBLIC RELATIONS COMMITTEE

Ms. Hacker initiated a discussion regarding the Commission's Intergovernmental and Public Relations Committee, which has been inactive for several years.

A lengthy discussion ensued concerning the history and purpose of this Committee, including the following discussion points.

Mr. Stroik noted this Committee had historically been a reactive Committee.

Mr. Dwyer noted this Committee membership should be the elected official from each county.

[Secretary's Note: The Commission Bylaws state, "the Chairperson shall appoint seven (7) members, plus the Treasurer, giving preference to the Commission members appointed by their county board.]

Mr. McKay recalled that staff was asked how the Commission could guide communicating the 2024 Strategy to the Counties. He noted that this Committee could potentially have a role in the communications effort. Ms. Minkel-Dumit suggested that staff direct the communications between the County appointed Commissioners and the Counties.

Mr. Colman suggested tabling the discussion.

There being no additional comments or discussion, on a motion by Mr. Pitts, seconded by Mr. Colman, it was moved to table the discussion to a future meeting.

REVIEW AND CONSIDERATION OF DRAFT GOALS FOR THE 2024 STRATEGY

Chairman Colman asked Ms. Hacker to review the potential goals for the 2024 Strategy. Ms. Hacker reviewed with the Committee a power point presentation highlighting the development of the goals for the 2024 Strategy.

A discussion ensued on the goals, with language for the goals modified as follows:

Working Goals for Consideration:

- > *People* *Cultivate talented, diplomatic, and fulfilled employees*
- > *Plans* *Maintain a forecasted and accessible central schedule*
- > *Projects* *Generate output and outcomes that protect the Region's future*
- > *Partners* *Listen and Uphold clear and consistent communication with the Region*
- > *Place* *Maintain a productive, fun / inspirational, and educational workplace*
- > *Perspective* *Live as stewards of the Region's health*
- > *Prospering* *Devise contemporary, sustainable, and adaptable streams of revenue*

On a motion by Ms. Minkel-Dumit, seconded by Ms. Brown-Martin, the modified goals for the 2024 Strategy were approved for the draft document.

WORK PROGRAM REPORT

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).

REVIEW AND CONSIDERATION OF THE STATEMENT OF REVENUES AND EXPENDITURE FOR REPORTING PERIOD ENDING JUNE 30, 2024

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 13, ending on June 30, 2024, were distributed for Committee review.

In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered represented approximately 50 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 June meeting.
2. The service agreement revenues remain unchanged from the report presented at the June 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 June 30, 2024, approximately \$6.23 million. This includes about \$151,000 of unearned revenue provided to the Commission in advance of expenditures.

5. The funds on hand are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 5.42 percent interest, certificate of deposit accounts, and money market accounts.

There being no questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Crowley, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending June 30, 2024, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF DISBURSEMENTS

2024 Reporting Period No. 12

Copies of the Check Register for the 12th financial reporting period of June 3, 2024, to June 16, 2024, were distributed to the Committee.

Ms. Larsen called attention to the highlighted payment, noting the payment to MobiliSE was for reimbursement to MobiliSE for FlexRide payments that were deposited into the Commission's checking account. Staff have worked with MobiliSE to move these deposits into a MobiliSE bank account.

There being no questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Holt, and carried unanimously, the Commission disbursements for the 12th reporting period of 2024 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 12th reporting period of 2024 (copy attached to Official Minutes).

2024 Reporting Period No. 13

Copies of the Check Register for the 13th financial reporting period of June 17, 2024, to June 30, 2024, were distributed to the Committee.

Ms. Larsen called attention to the highlighted payment to Milwaukee County Land Information Office noting the payment was for the Commission's contribution to the 2024 Orthoimagery program. The Commission contributes a proportionate amount to each County for this program. As Milwaukee County is managing this project internally, the Commission agreed to reimburse the County their appropriate share of Commission funds.

In response to an inquiry by Mr. Colman, concerning payment to Travelers, (page 2), Ms. Larsen noted this payment was the annual renewal for the Commission's cyber and crime liability insurance policy. This policy is part of the Commission's business insurance package.

There being no further questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Holt, and carried unanimously, the Commission disbursements for the 13th reporting period of 2024 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 13th reporting period of 2024 (copy attached to Official Minutes).

CORRESPONDENCE AND ANNOUNCEMENTS

Mr. McKay stated that this Committee will meet on August 15, 2024, the next Planning and Research Committee meeting will be held on August 6, 2024, and the next Quarterly Full Commission meeting will be held on September 11, 2024, in Ozaukee County.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 3:15 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
#273891