

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday, June 25, 2020

2:00 p.m.

Meeting Occurred Virtually via Video and Telephone Conference

Present:

Excused:

Committee Members:

Charles L. Colman, Chairman
Michael A. Crowley, Vice-Chair
Thomas H. Buestrin
Mike Dawson
Aloysius Nelson
Robert Pitts
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

James T. Dwyer

Staff:

Kevin J. Muhs	Executive Director
Benjamin R. McKay	Deputy Director
Elizabeth A. Larsen	Director of Administration

ROLL CALL

Chairman Colman called the meeting to order at 2:25 p.m. Roll call was taken and a quorum was declared present.

APPROVAL OF MINUTES OF MAY 14, 2020, MEETING

Chairman Colman asked if there were any changes or additions to the May 14, 2020, meeting minutes. There were none.

On a motion by Mr. Schmidt, seconded by Mr. Nelson, and carried unanimously, the minutes of the Executive Committee meeting held on May 14, 2020, were approved as published.

ADMINISTRATIVE COMMITTEE REPORT

Chairman Colman reported that the Administrative Committee, at its meeting held just before this Executive Committee meeting, had taken the following actions.

1. Reviewed and approved disbursements for financial periods: Year 2020, Nos. 10, 11, and 12–April 27, 2020, to June 7, 2020.

2. Reviewed and approved the Statement of Projected Revenue and Expenditures for the period ending June 7, 2020.
3. Approved the increase of the amount of Water and Sewer Back Up coverage from \$100,000 to \$250,000.
4. Reviewed and approved annual salary adjustments, which were made on the basis of merit, equity adjustments, and promotion.

There being no questions or comments, on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the Administrative Committee report was approved.

CONSIDERATION OF CONTRACTS

Chairman Colman asked Ms. Larsen to review the proposed contracts, noting that prior to the meeting, Committee members had received a report with a table listing one contract. Ms. Larsen then briefly reviewed the contract with the Committee.

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

Mr. Muhs reviewed the Work Program Progress Report. He 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. Nelson concerning the Workforce Mobility Team, Mr. Muhs stated the Workforce Mobility Team was developed as a cooperative effort between the Regional Transit Leadership Council and the Commission in response to concerns from employers in the Region who have challenges retaining and attracting workers due to limited transportation options. Mr. Muhs explained that the Team consults with businesses to identify potential transportation solutions; however, Team activity has slowed during the COVID-19 pandemic.

CORRESPONDENCE AND ANNOUNCEMENTS

Mr. Colman asked if there were any correspondence or announcements. Mr. Muhs stated there was no correspondence.

Mr. Pitts asked when the Commission staff expects to be able to host in person meetings. Mr. Muhs stated that given the fluctuating COVID-19 situation, he will contact each Commissioner to inquire whether they prefer to meet in-person or to continue to meet remotely. Mr. Muhs then stated that if the Administrative and Executive Committees were to meet, the basement conference room in the Commission offices could seat up to 13 persons with appropriate spacing.

Mr. Crowley noted that the Waukesha County Communications Center has a space large enough to host a meeting and would be available at no cost to the Commission.

Mr. Muhs also announced that the Commission offices will reopen on a modified basis with limited staff in the office beginning on June 29, 2020. Staff will have the option to continue to work at home or come into the office on a set schedule in coordination with other staff who work in the same heating, ventilation, and air conditioning zone. Staff will be available to the public by appointment.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:37 p.m. on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary

KJM/BRM/EAL
#254378