

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### EXECUTIVE COMMITTEE

Thursday, October 22, 2020

2:00 p.m.

Meeting Occurred Virtually via Video and Telephone Conference

Present:

Excused:

Committee Members:

Charles L. Colman, Chairman  
Michael A. Crowley  
Aloysius Nelson  
Robert Pitts  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

James T. Dwyer

Alternate:

Thomas H. Buestrin

Guest:

Donna Brown-Martin

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 2:15 p.m. Roll call was taken and a quorum was declared present.

#### APPROVAL OF MINUTES OF AUGUST 20, 2020, MEETING

Chairman Colman asked if there were any changes or additions to the August 20, 2020, meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Nelson, and carried unanimously, the minutes of the Executive Committee meeting held on August 20, 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. 17, 18, 19 and 20 – August 3, 2020, to September 27, 2020.
2. Reviewed and approved the Statement of Projected Revenue and Expenditures for the period ending September 27, 2020.

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

Chairman Colman requested that Mr. Muhs review the Work Program Progress Report. Mr. Muhs 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. Nelson concerning the Twin Lakes Management Plan, Mr. Muhs stated that a Lake Management plan is done upon the request of a lake management district. He stated that an aquatic plant management plan must be completed every five years in order to obtain Wisconsin Department of Natural Resources permits. A comprehensive lake management plan includes additional elements, such as studies of the existing and proposed land use around the lake and the water quality conditions of the lake. There are no interval plan update requirements for comprehensive lake management plans.

### **CONSIDERATION OF DIRECTING THE PLANNING AND RESEARCH COMMITTEE TO DEVELOP AN ADVISORY COMMITTEE TO GUIDE A REGIONAL FOOD SYSTEM PLANNING EFFORT**

Chairman Colman asked the Committee to consider the development of an Advisory Committee to guide the Regional Food System Planning effort.

Mr. McKay began by describing a three-step process to form an Advisory Committee for a regional planning effort, such as the Regional Food System Plan. The first step is for the Executive Committee to approve the development of the Advisory Committee. The second step is for the Planning and Research Committee to determine and recommend the membership of the Advisory Committee for consideration by the Executive Committee. The third step is for the Executive Committee to approve the formation of the Advisory Committee.

He stated that this Advisory Committee should be comprised of county and local government officials and individuals with expertise in issues such as food access, farming, food distribution, and conservation.

Mr. McKay further stated this Advisory Committee is expected to be made up of approximately 40 to 45 members.

On a motion by Mr. Stroik, seconded by Mr. Nelson, and carried unanimously, the Executive Committee directs the Planning and Research Committee to develop a citizen advisory committee to guide the development of a Regional Food System Plan.

**CONSIDERATION OF AMENDMENT TO THE 2020 OVERALL WORK PROGRAM,  
(Resolution No. 2020-10)**

Chairman Colman asked the Commission to consider adoption of Resolution No. 2020-10, which is an amendment to the 2020 adopted Commission Overall Work Program (OWP).

Ms. Larsen stated that this amendment is a proposed revision of the 2020 OWP, which includes a routine budget adjustment to the Continuing Land Use and Transportation Study (CLUTS) projects funded by the Federal Highway Administration (FHWA) and the Wisconsin Department of Transportation (WisDOT).

She stated that the budget estimates for the CLUTS projects are determined in the OWP in September of the previous year. As the work for the CLUTS projects proceeds during the year, the budgets for the projects within the CLUTS program area may be revised to reflect the changing work efforts of each project and are then modified toward year-end. The overall budget for the CLUTS program is not proposed to change.

There being no questions or comments, on a motion by Mr. Stroik to approve Resolution No. 2020-10, seconded by Mr. Crowley, and carried by a vote on 7 ayes and 0 nays, Resolution No. 2020-10 was approved (copy of Resolution 2020-10 attached to Official Minutes).

**CONSIDERATION OF APPROVAL OF THE 2020 TITLE VI PROGRAM (Resolution 2020-12)**

Chairman Colman asked Ms. Larsen to review with the Committee the 2020 Title VI Program report. Ms. Larsen stated that as a matter of compliance, the Commission is required to periodically update its Title VI program and transmit it to the Wisconsin Department of Transportation. She further stated that the report's purpose is to document the Commission's full compliance with Title VI of the Civil Rights Act of 1964, in its role as the metropolitan transportation planning organization.

The Federal Transit Administration circular FTA C 4702.1B dated October 1, 2012, states that Commission approval is required for the 2020 Title VI Program prior to submitting the program document to the WisDOT.

Ms. Larsen then briefly reviewed the Title VI program document.

Following Ms. Larsen's review, and there being no questions or comments, on a motion by Mr. Stroik, seconded by Mr. Wirth, and carried unanimously with a vote of 7 ayes and 0 nays, Resolution No. 2020-12 was approved (copy of Resolution 2020-12 attached to Official Minutes).

**CORRESPONDENCE AND ANNOUNCEMENTS**

Chairman Colman asked if there were any correspondence or announcements. Mr. Muhs stated there was no correspondence and noted that two new Commissioners have recently been appointed to the Commission.

Mr. Muhs stated that Supervisor Brian Holt has been appointed by Walworth County to fill the remainder of the term for the seat left vacant when Nancy Russell left the Commission, and that Racine County Executive Jonathan Delagrave has been appointed by Racine County for a full term associated with the seat formerly filled by Supervisor Mike Dawson. Both these Commissioners will be formally seated at the December quarterly meeting.

Mr. Muhs also noted that Milwaukee County has put forth a resolution calling for the State of Wisconsin to remove the statutory mandated property tax levies toward regional planning commissions from county property tax levy limits. He stated that Dane County worked for this change in *State Statutes* during the last State budget cycle and was unsuccessful.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:52 p.m. on a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs  
Deputy Secretary

CLC/KJM/BRM/EAL  
#255419