

MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
ANNUAL COMMISSION MEETING

Wednesday, June 16, 2021

3:00 p.m.

Washington County Fair Park & Conference Center
Fair Park Pavilion Room 120
3000 Highway PV
West Bend, WI 53095

Present:

Excused:

Commissioners:

Charles L. Colman, Chairman
Michael A. Crowley, Vice-Chairman
Donna Brown-Martin
Jonathan Delagrave
James T. Dwyer
Mary Knipper
James A. Ladwig
Theodore Lipscomb, Sr.
Aloysius Nelson
John O'Day
Robert W. Pitts
Jeffrey D. Schleif
Daniel S. Schmidt
Peggy L. Shumway
David L. Stroik
Gustav W. Wirth, Jr.

Thomas H. Buestrin
Brian E. Holt
Natalia Minkel-Dumit
Adam M. Tindall-Schlicht

Staff:

Kevin J. Muhs	Executive Director
Benjamin R. McKay	Deputy Director
Elizabeth A. Larsen	Director of Administration
Catherine Pozum	Human Resources Assistant/Bookkeeper

ROLL CALL

Chairman Colman called the 275th meeting of the Commission to order at 3:00 p.m. Roll call was taken, and a quorum was declared present. Chairman Colman indicated for the record that Commissioners Buestrin, Holt, Minkel-Dumit, and Tindall-Schlicht had asked to be excused.

INTRODUCTION AND SEATING OF NEW COMMISSIONER (KENOSHA COUNTY)

Chairman Colman called on Mr. Nelson to introduce John O'Day. Mr. Nelson noted that Mr. O'Day is the Kenosha County Board Chairman and is a member of the County Finance and Administration Committee, the Brookside Care Center Board of Trustees, and the Department of Health. He is the current president of the Kenosha History Center Board of Directors and is a volunteer for many non-profit activities. Mr. O'Day is a semi-retired realtor and is a past president of the Kenosha Realtors Association and the Wisconsin Real Estate Association.

Mr. Nelson made a motion, seconded by Mr. Stroik, and carried unanimously, to formally seat Mr. John O'Day as a Commissioner representing Kenosha County on the Southeastern Wisconsin Regional Planning Commission.

Mr. O'Day stated that he is honored to join the Commission and work with the Commissioners and staff.

APPROVAL OF MINUTES OF THE MARCH 3, 2021, QUARTERLY COMMISSION MEETING

On a motion by Mr. Stroik, seconded by Mr. Nelson, and carried unanimously, the minutes of the March 3, 2021, Quarterly Commission Meeting were approved as published.

TREASURER'S REPORT

Mr. Colman called on Mr. Stroik to present the Treasurer's Report. Mr. Stroik noted that a copy of the Treasurer's Report had been provided to all Commissioners for review prior to the meeting and called attention to the following items:

1. Based upon disbursements through April 25, 2021, it was projected that total disbursements for the year will approximate \$7.73 million. Revenues were projected at about \$7.75 million, exclusive of interest income and miscellaneous revenues.
2. The total amount of funds held by the Commission in the various operating, liability, and reserve accounts approximates \$5.3 million. The various accounts were identified on the second page of the report.
3. As of April 25, 2021, the Commission had in investments and cash on hand approximately \$6.12 million. \$4.75 million were invested in the State of Wisconsin Local Government Pooled Investment Fund. As of April 25, 2021, that fund was yielding 0.05 percent interest. Other funds were held in savings, checking, and certificate of deposit accounts at several banks.

There being no further discussion, on a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously, the Treasurer's Report for the period ending April 25, 2021, was approved (copy of the Treasurer's Report is attached to the Official Minutes).

STANDING COMMITTEE REPORTS

Planning and Research Committee

Chairman Colman asked Mr. Schmidt to present the Planning and Research Committee report. Mr. Schmidt noted that the report had been provided to all Commissioners prior to the meeting. He also noted that the Planning and Research Committee had met once since the Commission's Quarterly meeting on March 3, 2021.

-3-
Annual Commission Meeting
June 16, 2021

On May 4, 2021, the Committee took the following action:

1. Reviewed and discussed the draft Comprehensive Economic Development Strategy for Southeastern Wisconsin: 2021-2025

There being no discussion, on a motion by Mr. Schleif, seconded by Mr. Dwyer, and carried unanimously, the Planning and Research Committee Report was approved (copy of the Planning and Research Committee Report is attached to the Official Minutes).

Administrative Committee Report

Chairman Colman asked Mr. Dwyer to present the Administrative Committee report. Mr. Dwyer noted that the report had been provided to all Commissioners prior to the meeting. He also noted that the Administrative Committee had met two times since the Quarterly Commission Meeting on March 3, 2021.

On Thursday, April 22, 2021, the Committee took the following actions:

1. Reviewed and approved disbursements for four financial periods: year 2021 Nos. 4, 5, 6, and 7 for the period February 1, 2021, to March 28, 2021.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the financial reporting period ending March 28, 2021.
3. Discussed future hybrid and remote work policies for Commission staff.

On Thursday, May 20, 2021, the Committee took the following actions:

1. Reviewed and approved disbursements for two financial periods: year 2021 Nos. 8 and 9, for the period April 1, 2021, to April 25, 2021.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the financial reporting period ending April 25, 2021.
3. Considered and approved budget assumptions for 2022.
4. Discussed a report on business insurance.
5. Reviewed and approved staff to work with a consultant to provide a qualitative evaluation of Commission public outreach efforts.

There being no discussion, on a motion by Mr. Nelson, seconded by Mr. Crowley, and carried unanimously, the Administrative Committee Report was approved (copy of the Administrative Committee Report is attached to the Official Minutes).

Executive Committee Report

Commission Chairman Colman, as Chairman of the Executive Committee, provided the Executive Committee report. He stated that the Executive Committee had met two times since the Quarterly Commission Meeting on March 3, 2021. A report on the April 22, 2021, and the May 20, 2021, meetings follow:

Annual Commission Meeting
June 16, 2021

At both meetings, the Committee:

1. Received and approved a report from the Administrative Committee relative to its meeting that day.
2. Reviewed and approved proposed contracts for planning work. Six contracts were approved in April and four contracts were approved in May. The details of those contracts were attached to the Executive Committee report.
3. Received a report outlining progress on key planning efforts being undertaken by the Commission in 2021. The most recent progress report was attached to the Executive Committee report.

In addition, at its April meeting the Committee:

1. Reviewed and approved an amendment to the 2020 Overall Work Program.

At its May meeting, the Committee took the following action:

1. Reviewed and approved amendments to the 2021-2024 Regional TIP. These amendments to the 2021-2024 TIP were necessary to advance 26 existing projects and 14 new projects, which 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 discussion, on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the Executive Committee Report was approved (copy of the Executive Committee Report is attached to the Official Minutes).

CONSIDERATION AND APPROVAL OF ADOPTION OF THE BUDGET FOR CALENDAR YEAR 2022

Chairman Colman noted that copies of the proposed Commission budget for calendar year 2022 had been provided to all Commissioners for review prior to the meeting. He then asked Mr. Muhs to briefly present the proposed budget.

Mr. Muhs led the Commissioners through the proposed budget document noting that the assumptions underlying the budget had been reviewed and approved by the Commission Administrative Committee at its May meeting. He further noted that the proposed 2022 tax levy would result in the regional levy remaining below the 2006 levy amount for sixteen straight years.

During the budget presentation, the following questions and comments were addressed.

In response to an inquiry by Mr. Schleif, Mr. Muhs stated that the decrease in the part-time/overtime pay reflects three retired staff who were all working part-time and have now fully retired.

In response to an inquiry by Mr. Delagrave concerning program development funds, Mr. Muhs explained that these funds are from the Commission reserve accounts that were set aside should certain projects need additional funding beyond available federal, state, and local revenues.

In response to an inquiry by Mr. Lipscomb, Mr. Muhs stated the Commission reserves are funds that have been set aside when the Commission annual audit indicates a surplus.

Annual Commission Meeting
June 16, 2021

Mr. Nelson commented on the decrease in the Transportation Modeling and Wetland Delineation revenues. Mr. Muhs stated that both these program areas receive funds from the Wisconsin Department of Transportation (WisDOT) based work requests from WisDOT staff. The requests from WisDOT staff have declined over the past few years. It is expected that such requests will fluctuate in the coming years.

In response to an inquiry by Mr. Stroik concerning the 2022 tax levy request, Mr. Muhs stated that the Counties will receive the Commission's 2022 Budget in July of this year. Mr. Muhs also indicated that he did reach out to Washington County to indicate that the Commission 2022 tax levy amount was proposed by staff to return to the 2020 total tax levy amount.

In response to an inquiry by Mr. Delagrave concerning a Commission reserve policy, Mr. Muhs stated that the Commission does not have a formal reserve policy and has relied on historic practice with regard to Commission reserve accounts. He then stated that Commission reserves have accumulated in part due to staff retirements, which result in a salary savings and thus small annual surpluses. Under this current practice, staff utilizes program development funds to cover excess project costs while holding the tax levy amount level.

Mr. Delagrave further commented that the Commission should have a policy in place to determine what amounts should be in program development reserves or operational reserves. He also stated such a policy would help to communicate to the Counties the need to increase the tax levy should the Commission exhaust the reserve account.

Mr. Dwyer commented that he would like an explanation of how the Commission balances the budget and cuts staff without a decrease in services provided or an increase in tax levy.

Mr. Muhs stated that staff can provide a year-to-year comparison of budget compared to staff. He also stated that staff is currently preparing a questionnaire to send to the Counties and Municipalities in the Region to determine what services the Commission can not only better provide but what additional services to provide. This questionnaire is expected to be sent in September.

Mr. Colman suggested that staff asks each County what the value of the Commission is to the County.

In response to an inquiry by Mr. Delagrave, Mr. Muhs stated that the Commission does not have grant related positions. Staff in the Commission's Transportation Division are 85 percent funded through Federal Highway Administration funds, which is a fairly secure revenue source.

In response to an inquiry by Mr. Crowley, Mr. Muhs stated that the Commission reserves are replenished if there is a surplus as determined by the year end audit. He then stated that staff could bring a proposed reserve policy to the September Quarterly meeting for consideration.

There being no further discussion, on a motion by Mr. Stroik and seconded by Mr. Delagrave, the Budget for calendar year 2022 was adopted as amended by a vote of 16 ayes and 0 nays.

CONSIDERATION OF APPOINTMENT(S) TO THE ENVIRONMENTAL JUSTICE TASK FORCE

Mr. Muhs stated that there are two vacancies on the Commission's Environmental Justice Task Force: one position each for the City of Waukesha and the City of Milwaukee. Mr. Muhs recommended that the vacant City of Waukesha position be filled by Mr. Rolando De León. Mr. Muhs then provided a brief overview of Mr. De León's background as it relates to the Environmental Justice Task Force. There being no questions

-6-
Annual Commission Meeting
June 16, 2021

or comments, on a motion by Mr. Dwyer, seconded by Mr. Nelson, and passed unanimously, Mr. Rolando De León was appointed to the Environmental Justice Task Force.

Mr. Muhs then recommended that the City of Milwaukee vacancy be filled by Ms. Gina Green-Harris. Mr. Muhs provided an overview of Ms. Green-Harris's background as it relates to the Environmental Justice Task Force. There being no questions or comments, on a motion by Mr. Wirth, seconded by Mr. Lipscomb, and passed unanimously, Ms. Gina Green-Harris was appointed to the Environmental Justice Task Force.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Colman appointed members to the Ad Hoc Salary Committee. This Committee will meet at the Commission office prior to the June 23, 2021, Administrative Committee meeting.

ADJOURNMENT

There being no further business to come before the Commission, on a motion by Mr. Wirth, seconded by Mr. Crowley, and carried unanimously, the meeting was adjourned at 4:02 p.m.

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary

KJM/BRM/EAL
#258758