

MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
QUARTERLY COMMISSION MEETING

Wednesday, September 15, 2021

3:00 p.m.

City Hall, City of Waukesha
Council Chambers
201 Delafield St.
Waukesha, WI 53188

Meeting Occurred in Person and Virtually via Video and Telephone Conference

Present:

Excused:

Commissioners:

Charles L. Colman, Chairman
Michael A. Crowley, Vice-Chairman
Donna Brown-Martin
Thomas H. Buestrin
Jonathan Delagrave
James T. Dwyer
Brian E. Holt
Mary Knipper
James A. Ladwig
Theodore Lipscomb, Sr.
Natalia Minkel-Dumit
Aloysius Nelson
John O'Day
Robert W. Pitts
Jeffrey D. Schleif
Daniel S. Schmidt
David L. Stroik
Adam M. Tindall-Schlicht
Gustav W. Wirth, Jr.

Peggy L. Shumway

Staff:

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

ROLL CALL

Chairman Colman called the 276th 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 Commissioner Shumway had asked to be excused.

APPROVAL OF MINUTES OF THE JUNE 16, 2021, ANNUAL COMMISSION MEETING

On a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the minutes of the June 16, 2021, Annual 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 July 4, 2021, it was projected that total disbursements for the year will approximate \$7.75 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 approximated \$5.3 million. The various accounts were identified on the second page of the report.
3. As of July 4, 2021, the Commission had in investments and cash on hand approximately \$6.36 million. Nearly \$5.1 million was invested in the State of Wisconsin Local Government Pooled Investment Fund. As of July 4, 2021, that fund was yielding 0.04 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. Nelson, seconded by Mr. Schleif, and carried unanimously, the Treasurer's Report for the period ending July 4, 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 Annual meeting on June 16, 2021.

On August 3, 2021, the Committee took the following actions:

1. Reviewed and approved the *Comprehensive Economic Development Strategy for Southeastern Wisconsin: 2021-2025*.
2. Received an overview of the Commission's current and ongoing work efforts.

There being no discussion, on a motion by Mr. Pitts, seconded by Mr. Nelson, 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).

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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 Annual Commission Meeting on June 16, 2021.

On Thursday, June 24, 2021, the Committee took the following actions:

1. Reviewed and approved disbursements for three financial periods: year 2021 Nos. 10, 11, and 12 for the period April 26, 2021, to June 6, 2021.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the financial reporting period ending June 6, 2021.
3. Received a report from the Ad Hoc Salary Committee on staff compensation. Staff merit and promotion increases totaled \$135,400.00, or 3.22 percent.

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

1. Reviewed and approved disbursements for two financial periods: year 2021 Nos. 13 and 14, for the period June 7, 2021, to July 4, 2021.
2. Reviewed and approved the Statement of Projected Revenues and Expenditures for the financial reporting period ending July 4, 2021.

There being no discussion, on a motion by Mr. Dwyer, 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 met two times since the Annual Commission Meeting on June 16, 2021. Chairman Colman's report on the June 24, 2021, and July 22, 2021, meetings follows:

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. Three contracts were approved in June and one contract was approved in July. The details of those contracts were attached to this 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 this report.

In addition, during the July meeting the Committee took the following actions:

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1. Reviewed and approved an Amendment to the Transportation Improvement Program (TIP) to include public transit safety targets.
2. Reviewed and approved project amendments to the 2021-2024 Regional TIP. These amendments to the 2021-2024 TIP were necessary to advance eight existing projects and twelve new projects, which were approved by the Commission's Advisory Committees on Transportation System Planning and Programming for the Milwaukee and Racine Urbanized Areas.
3. Reviewed and approved the addition of the City of Milwaukee and affirmed Milwaukee County, Ozaukee County, Washington County, and Waukesha County as designated recipients of Federal Transit Administration funding allocated to the Milwaukee urbanized area.

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

REVIEW AND CONSIDERATION OF THE *COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY FOR SOUTHEASTERN WISCONSIN: 2021-2025*

Chairman Colman asked the Commission to consider adoption of the *Comprehensive Economic Development Strategy for Southeastern Wisconsin: 2021-2025* and Resolution No. 2021-08. He noted that this document was provided prior to the meeting. He then called upon Mr. Muhs to present the document and the resolution.

Mr. Muhs presented Resolution 2021-08, which provides for Commission approval and adoption of the *Comprehensive Economic Development Strategy for Southeastern Wisconsin: 2021-2025* (CEDS). He reviewed and summarized the document and explained the benefit of the CEDS to the Region.

During the presentation the following discussion occurred.

Mr. Dwyer acknowledged that the CEDS document hit the key areas of economic development in the Region and presents data in a different format than other Commission reports. He noted this report is very easy to read with excellent photography and graphics.

In response to an inquiry by Mr. Colman, Mr. Muhs stated that the new CEDS maintains eligibility for U.S. Economic Development Administration (EDA) funding for Counties and communities in the Region with economically distressed areas.

Mr. Nelson thanked the Commission staff for their hard work on this document. He then noted that the timing is good due to the pandemic and recent civil unrest and stated the funding should be focused in areas with the greatest economic need. Mr. Muhs stated that currently in Southeastern Wisconsin, an area must be identified as economically distressed by the EDA to be eligible for EDA funding.

In response to an inquiry by Mr. Lipscomb concerning EDA Notice of Funding Opportunities, Mr. Muhs stated a positive resolution from the Counties and the Commission will allow Counties and communities in the Region with economically distressed areas to remain eligible for EDA funding.

There being no further discussion, on a motion by Mr. Crowley and seconded by Mr. Dwyer, Resolution 2021-08 was adopted by a vote of 19 ayes and 0 nays (Copy of Resolution No. 2021-08 is attached to the Official Minutes).

UPDATE ON THE DEVELOPMENT OF A COMMISSION RESERVES POLICY

Mr. Muhs stated that during the 2022 Budget presentation at the June Annual Meeting a comment was made concerning the Commission's fiscal reserve policy.

Mr. Muhs noted that staff is working with the auditors of CliftonLarsonAllen to determine best practices for the Commission reserves and to then document and approve a policy for reserve funds. The auditors have reviewed national standards and compared them to the Commission's specific needs and risks, including ownership of the Commission's offices and sources of revenue risk. Decisions need to be made concerning the minimum amount and maximum amount the Commission should hold in reserves, acceptable uses of such reserves, and a policy for replenishing reserves.

Staff anticipates that a draft reserve policy will be presented at the October 21, 2021, Executive Committee Meeting.

OVERVIEW OF COMMISSION STAFFING LEVELS OVER TIME

Mr. Muhs presented and reviewed a table titled SEWRPC Annual Budget Comparison: 1992 – 2022. This table shows the Commission's adopted budget, the change between the current and prior years budget, and the number of staff budgeted for each calendar year.

Mr. Pitts noted that the staff level is low and asked if the Commission is struggling to attract talent. Mr. Muhs responded that although the Commission has experienced a decrease in the number of applicants for open positions, the Commission has not yet struggled to find talented candidates among the applicants.

Mr. Buestrin noted that staff is often added when the Commission has conducted major updates of the long-range regional land use and transportation plan and during the household travel survey.

Mr. Muhs added that approximately every ten years the Commission conducts such a survey in coordination with the regional land use and transportation plan update to determine travel habits within and outside of the Region. The budget increased in the years 2001 and 2002 and again in 2010 and 2011 to accommodate additional staff and consultants for this purpose.

CORRESPONDENCE/ANNOUNCEMENTS

In response to an inquiry by Mr. Colman, Mr. Muhs stated that the 2022 Budget documents were mailed to each County in July with notification that the tax levy for 2022 was reverting to the 2020 level.

ADJOURNMENT

There being no further business to come before the Commission, on a motion by Mr. Nelson, seconded by Mr. Dwyer, and carried unanimously, the meeting was adjourned at 3:38 p.m.

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary