

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday, November 18, 2021

2:00 p.m.

SEWRPC Office Building
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 L. Colman, Chairman
Michael A. Crowley, Vice-Chairman
Donna Brown-Martin
James T. Dwyer
Aloysius Nelson
Robert W. Pitts
Daniel S. Schmidt
David L. Stroik
Gustave W. Wirth, Jr.

Jonathan Delagrave

Alternate: Thomas H. Buestrin

Staff:

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

ROLL CALL

Chairman Colman called the meeting to order at 1:50 p.m. Roll call was taken, and a quorum was declared present. Chairman Colman noted for the record that Commissioner Delagrave had asked to be excused.

APPROVAL OF MINUTES OF OCTOBER 21, 2021, MEETING

Chairman Colman asked if there were any changes or additions to the October 21, 2021, meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Dwyer, and carried unanimously, the minutes of the Executive Committee meeting held on October 21, 2021, were approved as published.

CONSIDERATION OF 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 2021 Nos. 21 and 22 – September 27, 2021, to October 24, 2021.
2. Reviewed and approved the Statement of Projected Revenue and Expenditures for the period ending October 24, 2021.
3. Received a report on 2022 Commission Health Insurance Enrollment.
4. Selected the firm CliftonLarsonAllen to conduct the 2021 Calendar Year audit.

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. Crowley, 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).

REVIEW AND CONSIDERATION OF A RESERVES POLICY FOR THE COMMISSION

Chairman Colman asked Mr. Muhs to review the Commission Reserves Policy with the Committee. Mr. Muhs stated that at the June Annual meeting, Commissioners Delagrave and Crowley had asked for a policy to be developed to determine the amounts the Commission should hold in program development funds and operational funds. Mr. Delagrave also stated such a policy will help to inform the Counties of the need to increase the tax levy should the reserve funds become depleted.

Mr. Muhs then reviewed the policy. During Mr. Muhs' review, the following comments were made.

In response to an inquiry by Mr. Stroik, Mr. Muhs stated this policy was written to outline the uses of the Commission reserve funds.

Mr. Colman stated that the program development funds will be used to fund future projects that are not anticipated.

Mr. Buestrin commented that if a funding category becomes fully funded, the excess funds meant for that category should go into program development funds. The Policy should identify this scenario.

Mr. Stroik then noted the Policy should identify three purposes for the reserves, but not identify the maximum amount of each reserve account to give more flexibility within the reserve accounts.

Mr. Crowley proposed that the reserves policy be presented to the Full Commission to inform all Commissioners of this policy.

Mr. Bustrin indicated that the reserves policy should only be reviewed and approved by the Executive Committee.

Ms. Brown-Martin stated she agrees with Mr. Stroik, and limits should be taken off the reserve amounts.

Mr. Stroik clarified that there should be an overall maximum reserve limit, but limits on the category amounts should be eliminated.

Mr. Pitts recommended that staff revise this policy with the comments noted and bring to the January 2022 Executive Committee meeting.

On a motion by Mr. Stroik, seconded by Ms. Brown-Martin, the approval of the Commission Reserve Policy will be deferred until the January 2022 Executive Committee meeting (copy of draft report placed on file).

CONSIDERATION OF APPROVAL OF THE 2022 OVERALL WORK PROGRAM

Chairman Colman asked the Committee to consider adoption of Resolution No. 2021-11, which is the 2022 Commission Overall Work Program (OWP).

Ms. Larsen explained that the OWP outlines the Commission's work, by program area and by project, that is expected to be conducted by the staff in 2022. The OWP is consistent with the 2022 budget adopted by the Commission in June.

There being no questions or comments, on a motion by Mr. Stroik to approve Resolution No. 2021-11, seconded by Mr. Schmidt, and carried by a vote of 10 ayes and 0 nays, Resolution No. 2021-11 was approved (copy of Resolution 2021-11 attached to Official Minutes).

REVIEW AND CONSIDERATION OF THE TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENTS (RESOLUTION NO. 2021-12)

Chairman Colman asked the Commission to consider adoption of Resolution No. 2021-12, which is an amendment to the Transportation Improvement Program for Southeastern Wisconsin: 2021-2024.

Mr. Muhs presented Resolution 2021-12, amending the 2021-2024 Regional Transportation Improvement Program (TIP). He indicated there are five existing projects and 18 new projects to be amended into the TIP. He stated that the addition of these projects to the TIP was 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 questions or comments, on a motion by Mr. Dwyer to approve Resolution No. 2021-12, seconded by Mr. Stroik, and carried by a vote on 10 ayes and 0 nays, Resolution No. 2021-12 was approved (copy of Resolution 2021-12 attached to Official Minutes).

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Colman asked if there were any correspondence or announcements. Mr. Muhs stated there was no correspondence but announced that the December Quarterly meeting will be held at the Milwaukee County Department of Transportation office building on Watertown Plank Road.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:31 p.m. on a motion by Mr. Dwyer, seconded by Mr. Stroik, and carried unanimously.

Kevin J. Muhs
Deputy Secretary

Enclosures

CLC/KJM/BRM/EAL/cp
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