

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### EXECUTIVE COMMITTEE

Thursday, January 20, 2022

1:45 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

Guest: Dr. Deborah Blanks, Kairo Communications, LLC

#### ROLL CALL

Chairman Colman called the meeting to order at 1:45 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 NOVEMBER 18, 2021, MEETING

Chairman Colman asked if there were any changes or additions to the November 18, 2021, 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 November 18, 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. 23, 24, 25, and 26, and Year 2022 No. 1 – October 25, 2021, to January 2, 2022.
2. Reviewed and approved the Statement of Projected Revenue and Expenditures for the period ending January 2, 2022.

There being no questions or comments, on a motion by Mr. Stroik, seconded by Mr. Schmidt, 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 ten contracts. Ms. Larsen then briefly reviewed the contract report with the Committee.

In response to an inquiry by Mr. Colman, Ms. Larsen stated the River North, LLC, contract is pass through and is covered under the funding to be received from the National Science Foundation and the University of Wisconsin Milwaukee for the User Center Mobility Solutions Plan.

There being no questions or comments, on a motion by Mr. Pitts, seconded by Mr. Buestrin, 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 asked Mr. Muhs to 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 recalled that the request to develop a Commission Reserves Policy was discussed at the June 2021 Annual Commission meeting. He noted that staff worked with the Commission's auditors to develop a policy that was reviewed and discussed at this Committee's November 2021 meeting. Mr. Muhs then reviewed the modified Reserves Policy, which takes into consideration comments and suggestions from the November discussion. He stated that this policy should serve as a guide for the use of the Commission reserves. This policy can easily be presented to the Counties and is not restrictive for staff when working on budget and programming options.

In response to an inquiry by Mr. Colman, Mr. Muhs stated that the operating reserve amount represents between three and six months of expenses. This amount and time frame was determined after a staff assessment of potential risks to revenue loss combined with estimated expenditures, and is within the range recommended as best practice by the Commission's auditors.

Mr. Dwyer stated that Waukesha County carries a 90-day reserve.

In response to an inquiry by Mr. Pitts, Mr. Muhs stated that the Executive Committee can approve this Reserves Policy. He will provide an update to the Full Commission at its next quarterly meeting.

There being no further discussion, on a motion by Mr. Stroik, seconded by Mr. Dwyer, and carried unanimously, the Commission Reserves Policy was accepted, and the report was placed on file (*copy of the Commission Reserves Policy is attached to Official Minutes*).

### **REVIEW AND CONSIDERATION OF TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENTS (RESOLUTION NO. 2022-01)**

Chairman Colman asked the Committee to consider adoption of Resolution No. 2022-01, which is an amendment to the Transportation Improvement Program for Southeastern Wisconsin: 2021-2024.

Mr. Muhs presented Resolution 2022-01, amending the 2021-2024 Regional Transportation Improvement Program (TIP). He indicated there are six existing projects and 23 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.

Mr. Nelson inquired about the decrease in estimated construction costs for project number 205 on page A-3. Mr. Muhs stated it is likely that the State received a more favorable construction bid, which then reduced the project cost below the previous estimate.

There being no questions or comments, on a motion by Mr. Dwyer to approve Resolution No. 2022-01, seconded by Mr. Stroik, and carried by a vote on 10 ayes and 0 nays, Resolution No. 2022-01 was approved (copy of Resolution 2022-01 attached to Official Minutes).

### **CORRESPONDENCE AND ANNOUNCEMENTS**

Chairman Colman asked if there were any correspondence or announcements. Mr. Muhs stated there was no correspondence. He then announced that due to the Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Law, additional funding will be forthcoming to the State and the Region for Fiscal Year 2022. This funding must be allocated by September 30, 2022. The Commission will be working with the Wisconsin Department of Transportation and local municipalities to determine what projects are eligible for this funding. He then stated additional funding will be allocated each year through 2026. Municipalities can apply for these funds (for 2023 through 2026) by June 1, 2022.

In response to an inquiry by Mr. Colman, Mr. Muhs stated there are requirements for the projects to receive funding, but both large and small projects are eligible for funding.

In response to an inquiry by Mr. Nelson, Mr. Muhs stated that the precise amount to be received is still unknown, however the increase in STBG funding for the Region, as one example, will be between \$23 million to \$30 million annually over a five-year period.

In response to an inquiry by Mr. Dwyer, Mr. Muhs stated that in the Milwaukee Urbanized Area, the Advisory Committee on Transportation System Planning and Programming for the Milwaukee Urbanized Area will determine what projects are eligible to move forward with this funding. Within the Kenosha, Racine, and West Bend urbanized areas, similar committees led by the County Highway Commissioners will make that determination. Projects in the non-urbanized parts of the Region will be selected by the Wisconsin Department of Transportation. Mr. Muhs then noted these funds need to be obligated by September 30, 2022, however work on the projects does not have to be completed by September 2022.

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In response to an inquiry by Mr. Colman, Mr. Muhs stated that 2022 is the first of five years of infrastructure funding.

In response to an inquiry by Mr. Nelson, Mr. Muhs stated if funds received are not obligated, they will be returned to the Federal government to be redistributed to other states. Commission staff are working with local governments and the Wisconsin Department of Transportation to ensure that all options to utilize these funds for projects in the Region are being explored. The State could also spend the infrastructure funds on State projects if local governments are not able to do so.

Mr. Dwyer noted this is a good opportunity for cooperation between the Commission and local municipalities.

Mr. Muhs then announced that the Planning and Research Committee will meet on Tuesday, February 15, 2022, and will receive an update on the Regional Food System Plan.

**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. Schmidt, and carried unanimously.

Kevin J. Muhs  
Deputy Secretary

Enclosures

CLC/KJM/BRM/EAL/cp  
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