

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday, May 19, 2022

2:23 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
Jonathan Delagrave
James T. Dwyer
Aloysius Nelson
Robert W. Pitts
Daniel S. Schmidt
David L. Stroik
Gustave W. Wirth, Jr.

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 2:23 p.m. Roll call was taken, and a quorum was declared present.

APPROVAL OF MINUTES OF APRIL 21, 2022, MEETING

Chairman Colman asked if there were any changes or additions to the April 21, 2022, meeting minutes. There were none.

On a motion by Mr. Dwyer, seconded by Mr. Stroik, and carried unanimously, the minutes of the Executive Committee meeting held on April 21, 2022, 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. Received and accepted the 2021 Commission Audit.
2. Reviewed and approved disbursements for financial periods: Year 2022 Nos. 8 and 7: March 28, 2022, to April 24, 2022.
3. Reviewed and approved the Statement of Projected Revenue and Expenditures for the period ending April 24, 2022.
4. Received a report from the Ad Hoc Salary Committee on staff compensation. Staff merit and promotion increases totaled \$211,990.00, or 4.75 percent.
5. Received and approved a series of budget assumptions for calendar year 2023 proposed by the Commission staff. The 2023 budget proposes a 1.9 percent increase over the 2022 budget. The service agreement revenues decreased by about 25 percent due in large part to the completion of the 2020 Orthophotography Program. That decrease was offset by the Federal grants for transportation planning which increased significantly due to expected funding as part of the Infrastructure and Investment Jobs Act.
6. Received and approved renewal of the Commission's business insurance with West Bend Mutual Insurance Company for an annual cost of \$70,538.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Delagrave, and carried unanimously, the Administrative Committee report was approved.

CONSIDERATION OF CONTRACTS

Chairman Colman asked Ms. Larsen to review the proposed contracts. Ms. Larsen noted that the report the Committee members received prior to the meeting listed five contracts.

In response to Mr. Colman, Ms. Larsen stated that orthoimagery is the driver of the Commission's base mapping layers used in support of the Commission's planning efforts. The base mapping layer has horizontal precision and accuracy consistent with National Map Accuracy Standards. Oblique imagery provides perspective on vertical features above ground level. Oblique imagery is not intended for precise horizontal and vertical measurements. Typically, oblique imagery is used by emergency responders to determine building features, such as window and door locations. They are also used by County Assessors to obtain building measurements.

There being no questions or comments, on a motion by Mr. Stroik, seconded by Mr. Delagrave 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).

CONSIDERATION OF TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENTS (Resolution No. 2022-07)

Chairman Colman asked the Commission to consider adoption of Resolution No. 2022-07, which is an amendment to the Transportation Improvement Program for Southeastern Wisconsin: 2021-2024.

Mr. Muhs presented Resolution 2022-07, amending the 2021-2024 Regional Transportation Improvement Program (TIP). He indicated there are 11 existing projects and 39 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, Round Lake Beach, and West Bend Urbanized Areas.

In response to an inquiry by Mr. Dwyer, Mr. Muhs stated that most of the proposed TIP amendments are existing or new State and local projects where any impact of increased federal funding levels isn't apparent, with the exception of two local projects in Milwaukee County that were approved for additional FFY 2022 funding from the Bipartisan Infrastructure Law (BIL). He further noted that the funding for these two projects must be obligated by September 30, 2022.

In response to an inquiry by Mr. Nelson, Mr. Muhs stated that a portion of Kenosha and Walworth Counties, including the Paddock Lake area and the Genoa City area, are part of the U.S. Census defined Round Lake Beach urbanized area. He further stated that because this urbanized area has a population of over 200,000, the required metropolitan planning and programming for the Wisconsin portion of the urbanized area must follow similar Federal regulations as for the Milwaukee urbanized area.

In response to an inquiry by Mr. Crowley, Mr. Muhs stated that "BP" as noted on Project No. 561 on page A-8 is an abbreviation for Bicycle/Pedestrian. He also stated that this project will take approximately one and one-half to two years to build. The project is eligible for BIL funds.

In response to another inquiry by Mr. Crowley concerning Project No. 244, page A-7, Mr. Muhs stated the costs have been reduced on this project because the project will start earlier than anticipated, thus incurring less inflationary costs.

There being no additional questions or comments, on a motion by Mr. Nelson to approve Resolution No. 2022-07, seconded by Mr. Crowley, and carried by a vote on 10 ayes and 0 nays, Resolution No. 2022-07 was approved (copy of Resolution 2022-07 attached to Official Minutes).

DISCUSSION AND CONSIDERATION OF PER MEETING RATES

Chairman Colman asked Mr. Muhs to introduce a discussion of adjusting the Commissioner per meeting payment rate. He then stated that this rate has not changed since 1994.

Mr. Muhs distributed a table to the Commissioners that indicates the meeting payment or per diem rate, and mileage reimbursement rate, as applicable, paid by each of the Regional Planning Commissions in Wisconsin.

A discussion ensued. During the discussion the following comments and questions were raised.

In response to an inquiry by Mr. Colman, Mr. Muhs stated that the Southeastern Region is the second most compact regional planning commission service area in the State.

Mr. Pitts stated he was in favor of increasing the per meeting rate as the rate has not been increased for many years.

In a response to an inquiry by Mr. Stroik, Mr. Muhs stated that the mileage rate follows the IRS mileage reimbursement rate, which is currently \$0.585 per mile, but noted that the Commission pays either the mileage reimbursement or the per meeting rate, not both.

Mr. Buestrin commented that a rate increase is not unreasonable as it has not changed since 1994, when it was increased from \$35 to \$50 per meeting. He then proposed that the full Commission meeting rates to be set at \$100 per meeting, with the Committee meeting rates to be set at \$75 per meeting.

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Mr. Delagrave stated that increasing the per meeting rate as proposed without instituting a per diem cap could result in payments of up to \$225 if three Committee meetings occur in one day.

Mr. Pitts made a motion, seconded by Mr. Nelson, to increase the Commission per meeting rate to \$75 per meeting.

Following the motion and second, discussion continued.

Mr. Stroik suggested that if there are multiple Committee meetings in one day, the per meeting rate remain at \$50 per meeting. He then suggested that if there is one Committee meeting the per meeting rate should increase to \$75, with a \$100 per meeting payment for a Full Commission meeting.

Mr. Pitts commented that the Commission take this opportunity to discuss increasing per diem rates as it may be many years before the Commission discusses rates again.

Mr. Nelson commented that he agrees with Mr. Buestrin's suggestion that a committee per meeting payment rate increase to \$75 per meeting, and the Full Commission meeting payment rate increase to \$100.

Mr. Nelson made a motion to amend the current motion, seconded by Ms. Brown-Martin, and carried unanimously, to set the per meeting rate for Full Commission meetings at \$100 per meeting.

The amended motion, to amend the Commission's by-laws to increase the Commission per meeting rate to \$75 per meeting for Committee meetings and \$100 per meeting for Commission meetings, was approved by a vote of 9 ayes and 1 nay.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Colman asked if there were any correspondence or announcements. Mr. Muhs reminded the Commissioners that the Annual meeting will be held June 15, 2022, with dinner to follow. Details will be provided in the Annual Commission meeting materials.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 3:50 p.m. on a motion by Mr. Stroik, seconded by Mr. Pitts, and carried unanimously.

Kevin J. Muhs
Deputy Secretary

Enclosures

CLC/KJM/BRM/EAL/cp
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