

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**EXECUTIVE COMMITTEE**

Thursday, May 18, 2023

3:00 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  
James T. Dwyer, Vice-Chairman  
Donna Brown-Martin  
Robert W. Pitts  
David L. Stroik

Thomas H. Buestrin  
Jonathan Delagrave

Staff:

Benjamin R. McKay  
Elizabeth A. Larsen

Interim Executive Director  
Director of Administration

**ROLL CALL**

Chairman Colman called the meeting to order at 3:03 p.m. Roll call was taken, and a quorum was declared present.

**APPROVAL OF MINUTES OF APRIL 20, 2023, MEETING**

Chairman Colman asked if there were any changes or additions to the April 20, 2023, 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 April 20, 2023, 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 2022 Commission Audit.
2. Reviewed and approved disbursements for financial periods: Year 2023 Nos. 8 and 9 from March 27, 2023, to April 23, 2023.
3. Reviewed and approved the Statement of Projected Revenue and Expenditures for the period ending April 23, 2023.

4. Received a report from the Ad Hoc Salary Committee on staff compensation. Staff merit, promotion, and equity adjustment increases totaled 7.22 percent, with merit increases totaling 3.51 percent.
5. Received and approved a series of budget assumptions for calendar year 2024 proposed by the Commission staff. The 2024 budget proposes a 14.25 percent increase over the 2023 budget. The service agreement revenues increased by about 51 percent due in large part to the KRM Commuter Rail Feasibility Study, the 2024 Orthophotography Program, and the Root River Watershed Floodplain Mapping.
6. Received and approved renewal of the Commission's business insurance with West Bend Mutual Insurance Company for an annual cost of \$71,464.
7. Moved the discussion and consideration of new accounting and human resources software to the next Administrative Committee meeting.

There being no questions or comments on a motion by Mr. Stroik, seconded by Mr. Crowley, 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 four contracts.

There being no questions or comments, on a motion by Mr. Colman, seconded by Mr. Stroik, 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. McKay to review the Work Program Progress Report. Mr. McKay 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. 2023-07)**

Chairman Colman asked the Commission to consider adoption of Resolution No. 2023-07, which is an amendment to the Transportation Improvement Program for Southeastern Wisconsin: 2023-2026. Mr. McKay presented Resolution 2023-07, amending the 2023-2026 Regional Transportation Improvement Program (TIP). He indicated there are 8 existing projects and 34 new projects to be amended into the TIP. He stated that these projects were approved by the Commission's Advisory Committees on Transportation System Planning and Programming for the Kenosha, Milwaukee, and Racine Urbanized Areas.

There being no questions or comments, on a motion by Mr. Pitts to approve Resolution No. 2023-07, seconded by Mr. Dwyer, and carried by a vote on 6 ayes and 0 nays, Resolution No. 2023-07 was approved (copy of Resolution 2023-07 attached to Official Minutes).

#### **CONSIDERATION OF APPOINTMENTS TO THE ENVIRONMENTAL JUSTICE TASK FORCE**

Mr. McKay explained that there is one vacancy on the Commission's Environmental Justice Task Force and stated that there is one candidate to consider for appointment at today's meeting. He stated that the candidate nominated to fill the vacant Racine County position is Ms. Annabell Bustillos. Mr. McKay then provided a brief background

overview of Ms. Bustillos. There being no questions or comments on a motion by Mr. Stroik, seconded by Mr. Crowley, and passed unanimously, Ms. Annabell Bustillos was appointed to the Environmental Justice Task Force.

#### **DISCUSSION ON COMMUNITY ASSISTANCE PROJECTS**

This discussion was deferred to the July Committee meeting.

#### **DISCUSSION CONCERNING AN APPOINTMENT TO THE EXECUTIVE DIRECTOR POSITION**

Ms. Larsen and Mr. McKay left the meeting room and Chairman Colman indicated that pursuant to Wis. Stats. Sec. 19.85(1)(c), he was requesting a motion for the Committee to adjourn into a closed session for a discussion regarding the potential appointment of an Executive Director for the Commission staff. It was moved by Mr. Stroik and seconded by Mr. Pitts to go into closed session. Without objection the Committee moved into a closed session

On a motion by Mr. Pitts, seconded by Mr. Stroik and carried unanimously, the Committee returned to open session at 3:55 p.m. On a motion by Mr. Stroik, seconded by Ms. Brown-Martin, Chairman Colman was authorized to negotiate an employment offer to Ms. Stephanie Hacker, currently employed as the Strategic Planning Leader, Principal, with GRAEF. This motion was approved by a vote of 6 ayes and 0 nays.

#### **CORRESPONDENCE AND ANNOUNCEMENTS**

Chairman Colman noted there was no correspondence or announcements.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 4:00 p.m. on a motion by Mr. Pitts, seconded by Mr. Crowley, and carried unanimously.

Respectfully submitted,

Benjamin R. McKay  
Interim Deputy Secretary

Enclosures  
CLC/BRM/EAL  
#268280