

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday, March 14, 2024

1:30 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
Jonathan Delagrave
James T. Dwyer
Robert W. Pitts
David L. Stroik

Thomas H. Buestrin
Donna Brown-Martin
Michael A. Crowley

Staff:

Stephanie Hacker
Benjamin McKay
Elizabeth Larsen
Alina Panasiuk

Executive Director
Deputy Director
Director of Administration
Accounting Specialist

ROLL CALL

Chairperson Colman called the meeting to order at 1:35 p.m. Roll call was taken, and a quorum was declared present. Chairperson Colman noted for the record that Commissioners Buestrin, Brown-Martin, and Crowley had asked to be excused.

APPROVAL OF MINUTES OF FEBRUARY 15, 2024

Chairperson Colman asked if there were any changes or additions to the February 15, 2024, Executive Committee 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 February 15, 2024 were approved as published.

APPROVAL OF DISBURSEMENTS

2024 Reporting Period No. 3

Copies of the Check Register for the 3rd financial reporting period of January 29, 2024 to February 11, 2024 were distributed to the Committee.

Mr. Colman inquired about five payments. Ms. Larsen responded as follows:

- EFTPS (page 1); this payment represents federal, social security, and Medicare payroll taxes due after each payroll period.
- Inrix, Inc. (page 1); this payment was for purchase of a travel demand modeling dataset used in the Transportation Division.
- Milwaukee County Zoo Group Sales (page 2); this payment was for the room rental fee for a VISION 2050 Advisory Committee meeting held at the Zoofari event center.
- Oak Ridge Contracting, Inc. (page 2); this payment was for snow plowing services for the month of January 2024.
- TRB National Academy of Sciences (page 2); this payment was for the annual dues and receipt of all TRB publications and is the primary source of transportation research journals for Commission staff.

In response to an inquiry by Mr. Dwyer, Ms. Larsen stated that the check numbers shown on the check registers are numbered when a paper check is processed, starting with the letters EP for an electronic payment (known as an ACH payment), or OL for an online payment (a payment that is initiated from the vendor website and deducted from the Commission's checking account).

There being no additional questions or comments, on a motion by Mr. Dwyer, seconded by Mr. Pitts, and carried unanimously, the Commission disbursements for the 3rd reporting period of 2024 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 3rd reporting period of 2024 (copy attached to Official Minutes).

2024 Reporting Period No. 4

Copies of the Check Register for the 4th financial reporting period of February 12, 2024 to February 25, 2024 were distributed to the Committee.

Mr. Colman inquired about four payments. Ms. Larsen responded as follows:

- Cardmember Service (page 1); this payment represents several items including the monthly payment for cloud data storage, the purchase of two monitors, the staff awards gathering, and two staff members to attend a UW-Madison two day course on asphalt pavement.
- Gordon Flesch Company, Inc., (page 2); this payment reflects usage charges for copies printed on the copiers available for staff use.

- Miovision Technologies, Inc. (page 3); this payment was for intersection and crosswalk data for a traffic study.
- Great West Financial (page 4); this payment was for employee payroll contributions to the Wisconsin Deferred Compensation Program.

There being no additional questions or comments on a motion by Mr. Pitts, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 4th reporting period of 2024 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 4th reporting period of 2024 (copy attached to Official Minutes).

REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING FEBRUARY 25, 2024

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 4, ending on February 25, 2024, were distributed for Committee review. Chairperson Colman asked Ms. Larsen to review with the Committee the financial status of the Commission accounts as of the end of that period.

In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered represented just over 15 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries remain unchanged from the report presented at the February meeting.
2. The service agreement revenues remain unchanged from the report presented at the February meeting.
3. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2022 financial audit.
4. The Commission had on hand, as of February 25, 2024, approximately \$7.92 million. This includes about \$151,000 of unearned revenue provided to the Commission in advance of expenditures. The funds on hand are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 5.39 percent interest, and certificate of deposit accounts.

There being no questions or comments, on a motion by Mr. Stroik, seconded by Mr. Pitts, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending February 25, 2024, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF CONTRACTS

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

There being no questions or comments on a motion by Mr. Pitts, 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

Chairperson 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 AMENDMENT TO THE 2023 OVERALL WORK PROGRAM (RESOLUTION NO. 2024-04)

Chairperson Colman asked the Commission to consider adoption of Resolution No. 2024-04, which is an amendment to the 2023 Commission Overall Work Program (OWP).

Ms. Larsen stated that this amendment is a proposed revision of the 2023 OWP, which includes a routine budget adjustment to the Continuing Land Use and Transportation Study (CLUTS) projects funded by the Federal Highway Administration (FHWA) and the Wisconsin Department of Transportation (WisDOT). She stated that the budget estimates for the CLUTS projects are determined in the OWP in September of the previous year. As the work for the CLUTS projects proceeds during the year, the budgets for the projects within the CLUTS program area may be revised to reflect the changing work efforts of each project and are then modified toward year end due to heavier than anticipated work in certain project areas. The overall budget for the CLUTS program is not proposed to change.

There being no questions or comments, on a motion by Mr. Dwyer to approve Resolution No.2024-04, seconded by Mr. Delagrave, and carried by a vote of 5 ayes and 0 nays, Resolution No. 2024-04 was approved (copy of Resolution 2024-04 attached to Official Minutes).

DISCUSSION OF THE ROCKWOOD DRIVE LEASE TERMINATION

Chairperson Colman asked Ms. Hacker to initiate a discussion regarding the termination of the Rockwood Drive lease. Ms. Hacker distributed a memorandum concerning notice received from ProHealth Medical Group terminating their lease for the 3,534 square-foot space rented in the Commission building. Ms. Hacker further indicated staff is proposing three options to address the lease termination. Those options are as follows: leave the space vacant while the 2024 Strategy is being developed, lease the space to a new tenant, or modify the space for Commission use. Ms. Hacker stated that staff proposes to leave the space vacant while the 2024 Strategy is developed.

In response to an inquiry by Mr. Pitts, Mr. Stroik stated that a space needs analysis had been completed in late 2020.

Mr. Dwyer commented that the option to leave the space vacant makes sense while developing the Commission's 2024 Strategy.

In response to an inquiry by Mr. Colman, Ms. Hacker stated the current number of employees at the Commission is just under 70.

Mr. Dwyer commented that a report on the efficiency of the Commission office space would be useful. Mr. Stroik commented that the report on the Commission's space needs discusses the amount of office space, storage space, and other space needs that would allow the Commission staff to operate efficiently. Mr. Stroik then commented that developing the 2024 Strategy should help to further refine the Commission's space needs. He further commented that leasing a tenant space is an additional responsibility for the Commission. Ms. Hacker stated that the space needs report can be updated after the 2024 Strategy is

complete, if needed. Mr. Colman commented that the current building layout isolates the divisions from each other.

Discussion concluded with the decision to follow the staff recommendation to leave the space vacant while developing the 2024 Strategy.

DISCUSSION AND CONSIDERATION OF DRAFT WORKING MISSION AND VISION STATEMENTS

Chairperson Colman asked Ms. Hacker to initiate the discussion concerning the draft working mission and vision statements. Ms. Hacker distributed and reviewed a memorandum transmitting potential draft working mission and vision statements for the 2024 Strategy. She noted that the Commissioners reviewed available mission and vision statements from Counties in the Region at the March 6, 2024 quarterly meeting and provided key words and phrases that could be incorporated into the draft working statements. She also noted that after draft working statements are agreed upon, they will likely continue to evolve while developing the 2024 Strategy. Ms. Hacker concluded her remarks by providing the Commission's informal long-standing purpose statement: "The Southeastern Wisconsin Regional Planning Commission provides the basic information and planning services necessary to solve problems that transcend the corporate boundaries and fiscal capabilities of the Region's local units of government."

During the discussion, the following comments and inquiries were made.

In response to an inquiry from Mr. Stroik, Ms. Hacker stated that the mission is the statement of the Commission's reason for being, and the vision is the aspirational statement about the Commission's future. Mr. Pitts commented that the Commission is known for high planning standards. Mr. Dwyer further commented that the Commission's high planning standards should be reflected in these statements. Mr. Delagrave commented that it is important that the public understand the Commission's role accurately as an advisory agency to County and local governments in the Region.

The Committee reviewed two examples of draft working mission statements as follows:

- The Southeastern Wisconsin Regional Planning Commission provides adaptable, innovative, and disciplined planning services to protect the Region's future.
- The go-to agency for problem-solving in the Region, the Southeastern Wisconsin Regional Planning Commission provides adaptable, innovative, and disciplined planning services that connect and inform people to be effective stewards of the economy, the environment, and society.

The Committee then reviewed two examples of draft working vision statements as follows:

- Through holistic regional planning, Southeastern Wisconsin will be a sustainable, resilient, and thriving community on the Great Lakes.
- Through continual planning and implementation of a regional vision, Southeastern Wisconsin will attract and retain human capital that generates sustainable economic vibrancy and environmental quality for all.

At the end of the discussion, the Committee reached consensus on utilizing the first draft working mission statement. The Committee also reached consensus on utilizing the second draft working vision statement.

It was then reiterated by Ms. Hacker that these are working statements and they will evolve while developing the 2024 Strategy.

In response to a request from Mr. Pitts, Ms. Larsen suggested the Commission use the Intergovernmental and Public Relations Committee as the vehicle for providing information to the Counties.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairperson Colman asked Mr. McKay if there were any correspondence or announcements. Mr. McKay stated there were none.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:45 p.m. on a motion by Mr. Stroik, seconded by Mr. Pitts, and carried unanimously.

Respectfully submitted,

Stephanie Hacker
Deputy Secretary

SRH/BRM/EAL
#272414