

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday, June 20, 2024

1:30 p.m.

Southeastern Wisconsin Regional Planning Commission
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 Colman, Chairperson
Donna Brown-Martin
Michael Crowley
James. Dwyer
Brian Holt
Robert. Pitts
David. Stroik

Thomas Buestrin
Jonathan Delagrave
Natalia Minkel-Dumit

Staff:

Stephanie Hacker	Executive Director
Benjamin McKay	Deputy Director
Elizabeth Larsen	Director of Administration
Christopher Hiebert	MPO Director
Alina Panasiuk	Accounting Specialist

Guest:

Eric Stelter	Commissioner
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ROLL CALL

Chairperson Colman called the meeting to order at 1:30 p.m. Roll call was taken, and a quorum was declared present. Chairperson Colman noted for the record that Commissioners Buestrin, Delagrave, and Minkel-Dumit had asked to be excused.

APPROVAL OF MINUTES OF MAY 16, 2024

Chairperson Colman asked if there were any changes or additions to the May 16, 2024, Executive Committee meeting minutes. There were none.

On a motion by Mr. Crowley, seconded by Mr. Dwyer, and carried unanimously, the minutes of the Executive Committee meeting held on May 16, 2024, were approved as published.

CONSIDERATION OF THE METROPOLITAN PLANNING AREA FOR SOUTHEASTERN WISCONSIN (RESOLUTION NO. 2024-10)

Chairperson Colman asked the Commission to consider adoption of Resolution No. 2024-10, approving a modification to the metropolitan planning area boundaries for Southeastern Wisconsin. Mr. Hiebert presented Resolution No. 2024-10 and explained that due to the December 29, 2022, U.S. Census Bureau publication of the delineation of urban areas in the Region based on the 2020 U.S. Census, Kenosha, Milwaukee, Ozaukee, Racine, Washington, and Waukesha Counties and a 0.6 square mile area in the Town of Ixonia in Jefferson County, will be included in the Commission's metropolitan planning area.

There being no questions or comments, on a motion by Ms. Brown-Martin to approve Resolution No. 2024-10, seconded by Mr. Dwyer, and carried by a vote on 7 ayes and 0 nays, Resolution No. 2024-10 was approved (copy of Resolution 2024-10 attached to Official Minutes).

UPDATE ON COMMISSION BUSINESS INSURANCE RENEWAL

Ms. Larsen reported that the Commission business insurance renewal was approved at the May meeting for an amount not exceeding \$75,000. The business insurance was renewed at an amount of \$70,937. Ms. Larsen then reviewed the insurance coverages.

In response to an inquiry by Mr. Stelter, Ms. Larsen stated she would work with Justin Kendall, Commission Systems Administrator, to determine a process to conduct network security audits.

There being no additional discussion, on a motion by Mr. Dwyer, seconded by Mr. Crowley, with the provision to add computer fraud and funds transfer fraud for an additional \$135.00, and carried unanimously, the renewal of the business insurance policy for 2024-2025 was accepted.

UPDATE AND CONSIDERATION OF COMMISSION VEHICLE REPLACEMENT

Ms. Larsen stated staff is proposing to purchase a Commission vehicle for general Commission staff use. This vehicle would replace a 2012 Chevrolet Traverse. She then noted that in July 2022 staff requested the Commission approved replacing the 2012 Chevrolet Traverse with a 2022 Ford Escape Hybrid AWD SUV. Due to the COVID-19 pandemic, the vehicle was placed on backorder and eventually became unavailable for purchase by governmental agencies.

Ms. Larsen then stated staff requested bids from Ewald Automotive Group, which holds the State contract for automobile purchases, for the purchase of an electric SUV. The electric vehicles available through the State contract were a 2025 Chevrolet Equinox or a 2025 Chevrolet Blazer. Pricing for the Chevrolet Equinox would not be available until August 2024. The Chevrolet Blazer could be ordered in July 2024.

Staff recommended the purchase of a 2025 Chevrolet Blazer. This vehicle would be purchased with the State of Wisconsin municipal discount from Ewald Automotive Group. Ms. Larsen stated the cost to the Commission would be \$47,212. She further stated that the Commission budgeted in 2024 \$40,000 for a new vehicle.

In response to an inquiry by Mr. Pitts, Ms. Larsen stated the maintenance costs on an electric vehicle are minimal, and generally limited to tire rotations. Ms. Hacker stated that VISION 2050 recommends

expansion of the electric vehicle charging station network in the Region. She also noted that recent Transportation Improvement Program (TIP) amendments included the installation of charging stations on the premises of private businesses in the Region.

Mr. Dwyer stated due to the need to order and purchase a vehicle prior to year-end, it is likely not feasible to obtain bids from other dealerships. He suggested in the future looking outside the State contract for the Commission's best purchase options.

Mr. Holt noted that an electric vehicle will entail an initial higher capital outlay; however, the increased upfront cost is likely to be recovered within 30,000 miles of operation.

On a motion by Mr. Crowley, seconded by Mr. Dwyer, Commission staff was authorized to purchase the 2025 EV Chevrolet Blazer.

DISCUSSION AND CONSIDERATION OF REPLACEMENT NETWORK EQUIPMENT AND SOFTWARE

Ms. Larsen welcomed Commissioner Stelter to this meeting and stated he is present to assist with explaining the need to replace the Commission's network equipment, noting this purchase is not in the 2024 or 2025 budget.

Ms. Larsen provided a brief description of the Commission's current network infrastructure under the VMware environment, and relayed that the Commission has been operating under this environment for the past 10 years. She noted that VMware is a virtual production environment, which allowed staff to reduce the number of physical computer servers needed for software utilization and cloud data backup. The Commission had been paying approximately \$11,000 per year for this software. Earlier in 2024, VMware increased their pricing to a cost of over \$44,000 per year and indicated that they were no longer interested in working with small companies and thus would end the Commission's service at the end of the contract on October 31, 2024. In addition, Ms. Larsen noted the computer servers that run the VMware are specific to VMware only, generating a need to purchase new computer network servers.

Mr. Stelter noted that he had conferred with Mr. Kendall regarding the recommendation to replace VMware. Mr. Stelter and Mr. Kendall recommended the Commission move forward with the purchase of new network servers and attendant software through Scale Computing, based out of Indiana. Scale Computing was started in 2008, has offices located globally, and work with smaller organizations.

Ms. Larsen stated the upfront cost to purchase the new software and equipment is \$172,335. This amount would be depreciated in accordance with audit standards.

On a motion by Mr. Crowley, seconded by Ms. Brown-Martin, Commission staff were authorized to move forward with the purchase of network hardware and software through Scale Computing.

DISCUSSION AND CONSIDERATION OF ROCKWOOD DRIVE LEASE FOR RENTAL SPACE

Ms. Hacker re-engaged the discussion of the Commission's rental space. She recalled that ProHealth Care had notified the Commission in February 2024 of their intent to vacate the premises by June 30, 2024. Ms. Hacker also noted Ms. Larsen's budget presentation to the Committee in May 2024 and the importance of regaining lease revenue in 2025.

A discussion ensued. During that discussion, the following comments and questions were made.

In response to an inquiry by Mr. Pitts, Ms. Hacker stated it is not the Commission's intention to expand into the tenant space, as there is not a need for additional space at this time.

In response to an inquiry by Mr. Dwyer, Ms. Hacker stated that as ProHealth Care has not yet fully vacated the space, and staff is not yet aware of maintenance or remodeling that may need to be done.

Ms. Larsen noted the Commission currently pays the cost for the heating and cooling in the tenant area and thus no additional costs would be incurred for HVAC and electricity.

In response to an inquiry by Mr. Pitts, Ms. Hacker stated that the goal is to re-lease the space by January 2025. Mr. McKay stated the Commission does need the rental income to meet the 2025 Budget assumptions.

In response to an inquiry by Mr. Dwyer, Ms. Hacker stated staff have not yet had an opportunity to meet with leasing agents to determine agent fees for leasing the space.

On a motion by Mr. Crowley, seconded by Mr. Pitts, and carried unanimously, staff was authorized to collect information to determine next steps to re-lease the rental space.

PRESENTATION AND DISCUSSION OF THE 1991 STRATEGIC PLAN

Chairman Colman asked Ms. Larsen to review with the Committee the presentation on the Commission's 1991 Strategic Plan.

Upon conclusion of the presentation, Mr. Pitts inquired if the Commission meets with the other Regional Planning Commissions in the State. Mr. McKay responded that the Association of Wisconsin Regional Planning Commissions (AWRPC) has quarterly meetings of the executive directors, and periodically holds a summit along with its annual meeting that is open to more staff and commissioners.

A discussion ensued concerning the AWRPC. Ms. Hacker noted a detailed discussion on the AWRPC could be held at a future Committee meeting.

REVIEW OF DRAFT GOALS AND ACTIONS FOR THE 2024 STRATEGY

Ms. Hacker asked this agenda item to be moved to the July Committee meeting.

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 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 six contracts.

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

REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JUNE 2, 2024

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 11, ending on June 2, 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 40 percent of the calendar year. She then called attention to the following items:

1. The Federal revenue and State revenue entries remain unchanged from the report presented at the May meeting.
2. The service agreement revenues entries remain unchanged from the report presented at the May 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 June 2, 2024, approximately \$6.42 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 5.38 percent interest, and certificate of deposit accounts.

There being no questions or comments, on a motion by Mr. Crowley, seconded by Ms. Brown-Martin, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending June 2, 2024, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF DISBURSEMENTS

2024 Reporting Period No. 9

Copies of the Check Register for the 9th financial reporting period of April 22, 2024, to May 5, 2024, were distributed to the Committee.

Ms. Larsen called attention to the highlighted payments noting the payment to Carahsoft Technology Corporation, (page 1) was for the annual renewal of software that converts GPS measurements and computer GPS NAD 83 coordinates; payment to Reflo, Inc. (page 2), was registration for four staff members to attend the Green and Healthy Schools Conference; and payment to YourMembership.Com, Inc., (page 2) was for the placement of an employment ad for the vacant biologist-specialist position.

In response to an inquiry by Mr. Crowley, Ms. Larsen stated the payment to Jerry's Automotive Service, LLC, (page 1) was to repair the oxygen sensor and the front sway bar on the 2015 Ford Explorer.

In response to an inquiry by Mr. Dwyer, Ms. Larsen stated the payment to BPI Color, (page 1) was for the purchase of plotter paper and toner.

In response to an inquiry by Mr. Colman, Ms. Larsen stated the payment to Otis Elevator Company, (page 2) was for the annual service contract for the two elevators in the Commission office building.

There being no questions or comments, on a motion by Mr. Pitts, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 9th reporting period of 2024 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 9th reporting period of 2024 (copy attached to Official Minutes).

2024 Reporting Period No. 10

Copies of the Check Register for the 10th financial reporting period of May 6, 2024, to May 19, 2024, were distributed to the Committee.

Ms. Larsen called attention to the highlighted payment to RISK Strategies, (page 1) noting this payment was premium for the Commission's Employment Practice Liability Insurance for the policy period June 1, 2024, to May 31, 2025.

In response to an inquiry by Mr. Colman concerning payment to Inova, (page 1) Ms. Larsen stated this payment reflects the cost to process the Commission's May 24, 2024 payroll.

In response to an inquiry by Mr. Pitts concerning payment to Jerry's Automotive Services, LLC, (page 1) Ms. Larsen stated the 2021 Chevrolet Silverado was serviced with an oil change, transmission fluid and filter change, transfer case fluid change, and a tire rotation. In addition, the air conditioner unit was replaced on the Commission's 2014 Chevrolet Traverse.

There being no additional questions or comments on a motion by Mr. Crowley, seconded by Mr. Pitts, and carried unanimously, the Commission disbursements for the 10th reporting period of 2024 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 10th reporting period of 2024 (copy attached to Official Minutes).

2024 Reporting Period No. 11

Copies of the Check Register for the 11th financial reporting period of May 20, 2024, to June 2, 2024, were distributed to the Committee.

Ms. Larsen called attention to the highlighted payment to CNA Surety, (page 1) and stated this was payment for the notary bond for the Commission's staff Notary.

In response to an inquiry by Mr. Colman concerning payment to Software Hardware Integration, (page 2), Ms. Larsen stated this payment is the annual renewal fee for Microsoft Teams telephone licenses, Microsoft Office, including Office 365 licenses, the Windows Operating System licenses needed for all computers and servers, the e-mail exchange server license, and a client Access license that allows for employees to access files from network servers.

There being no additional questions or comments on a motion by Mr. Crowley, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 11th reporting period of 2024 were approved.

Chairperson Colman, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 11th reporting period of 2024 (copy attached to Official Minutes).

CORRESPONDENCE AND ANNOUNCEMENTS

Mr. McKay stated that this Committee will meet on July 18, 2024, and the next Planning and Research Committee meeting will be held on August 6, 2024.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 3:26 p.m. on a motion by Mr. Crowley, seconded by Mr. Dwyer, and carried unanimously.

Respectfully submitted,

Stephanie Hacker
Deputy Secretary

SRH/BRM/EAL
#273588