

## **MINUTES**

### **SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

#### **EXECUTIVE COMMITTEE**

Thursday July 17, 2025

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  
Michael Crowley  
Donna Brown-Martin  
Brian Holt  
Dewayne Johnson  
Trevor Jung  
Natalia Minkel-Dumit  
Robert Pitts

David Stroik

Staff:

Stephanie Hacker	Executive Director
Benjamin McKay	Deputy Director
Elizabeth Larsen	Director of Administration
Christopher Hiebert	MPO Director

#### **ROLL CALL**

Chairperson Colman called the meeting to order at 1:35 p.m. Roll call was taken, and a quorum was declared present.

#### **APPROVAL OF MINUTES OF MAY 15, 2025**

Chairperson Colman asked if there were any changes or additions to the May 15, 2025, Executive Committee meeting minutes. There were none.

On a motion by Mr. Pitts, seconded by Mr. Jung, and carried unanimously, the minutes of the Executive Committee meeting held on May 15, 2025, were approved as published.

**REVIEW AND CONSIDERATION OF TRANSPORTATION IMPROVEMENT PROGRAM  
(TIP) AMENDMENTS (COPY OF EXHIBIT AND RESOLUTION NO. 2025-08)**

Chairperson Colman asked the Commission to consider adoption of Resolution No. 2025-08, which is an amendment to the Transportation Improvement Program for Southeastern Wisconsin: 2025-2028. Mr. Hiebert presented Resolution 2025-08, amending the 2025-2028 Regional Transportation Improvement Program (TIP). He noted the projects included in the amendment are summarized in Table 1 attached to the resolution, and they are in conformance with the regional transportation plan. He also stated the projects have been endorsed by the Advisory Committees on Transportation System planning and programming for the Kenosha, Milwaukee, Racine, and Round Lake Beach urban areas. He further noted there are 17 new projects, two dropped projects, and changes to 17 existing projects to be amended into the TIP.

There being no questions or comments, on a motion by Mr. Johnson, to approve Resolution No. 2025-08, seconded by Mr. Jung, and carried by a vote of 8 ayes and 0 nays, Resolution No. 2025-08 was approved (copy of Resolution 2025-08 attached to Official Minutes).

**CONSIDERATION OF AMENDMENT TO THE 2024 OVERALL WORK PROGRAM  
(RESOLUTION NO. 2025-09)**

Chairperson Colman asked the Commission to consider adoption of Resolution No. 2025-09, which is an amendment to the 2024 Commission Overall Work Program (OWP).

Mr. Hiebert stated that this amendment is a proposed revision of the 2024 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). He 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.

There being no questions or comments, on a motion by Ms. Minkel-Dumit to approve Resolution No. 2025-09, seconded by Mr. Crowley, and carried by a vote of 8 ayes and 0 nays, Resolution No. 2025-09 was approved (copy of Resolution 2025-09 attached to Official Minutes).

**SELECTION OF AUDITOR FOR CALENDAR YEAR 2024**

Chairperson Colman asked Ms. Larsen to make a recommendation regarding the selection of the Commission's auditor for the calendar year 2025. Ms. Larsen stated on May 15, 2025, the Executive Committee received the calendar year 2024 audit, which was conducted by the certified public accounting firm of CliftonLarsonAllen, LLP (CLA). She noted that the cost to the Commission for the 2024 audit was \$47,425.

Ms. Larsen stated it is the staff's recommendation that CLA be retained by the Commission to conduct the audit of the Commission's calendar year 2025 operations. She reported that Mr. Jordan R. Boehm, the accountant assigned to the Commission by the firm, conducted a thorough audit; Mr. Boehm and his staff also produced the annual 1099-tax forms and make themselves available to the Commission staff throughout the year to provide guidance and advice on financial accounting matters; and Mr. Boehm and his team at CLA have performed well, worked cooperatively with staff, and completed the audit on schedule. The staff recommended that the Commission engage the firm CLA again at a cost not to exceed \$50,000.

In response to an inquiry by Mr. Johnson, Ms. Larsen stated that the Commission had used a local independent auditing firm for a number of years until the reporting requirements for the Wisconsin Retirement System set by the General Accounting Standards Board became too cumbersome for the firm to continue with the Commission's audit. Staff did initiate a Request for Proposals for the Commission's audit and CliftonLarsonAllen offered their services at a reasonable cost.

There being no additional inquiries or discussion, it was moved by Mr. Crowley, seconded by Mr. Holt, and carried unanimously, that the firm CliftonLarsonAllen, LLP, be retained to conduct the calendar year 2025 audit at a cost not to exceed \$50,000.

## **REVIEW OF EXECUTIVE DIRECTOR'S REPORT**

Ms. Hacker noted she distributed three memos under this agenda item, specifically regarding recent changes to the agency management structure, updates to the Intergovernmental and Public Relations Committee, and the Commission's facility review needs and leasing status.

Ms. Hacker stated these three topics emerged from recent Executive Committee and Full Commission Quarterly meetings. She further stated the Committee has asked for additional information about the latest happenings in the agency and in the Region.

### **A. Management Structure Changes**

Ms. Hacker called attention to the staff chart distributed just prior to the meeting. She noted the addition of a new director position that represents a promotion of an existing staff member, and a revised reporting structure from management to leadership. Ms. Hacker stated this structure can be adjusted going forward.

### **B. Intergovernmental & Public Relations Committee Updates**

Ms. Hacker noted the Executive Committee has previously mentioned Commissioner interest in communicating to and with the Counties, and that for this reason the inactive Intergovernmental and Public Relations Committee is in the report. Ms. Hacker distributed two sets of minutes from the most recent Intergovernmental and Public Relations Committee meetings, held in 2014 and 2006. The 2014 meeting focused on the county surveyor contracts and the 2006 meeting included discussions concerning the Great Lakes Water Compact. She then noted the distribution of these minutes is to provide the Executive Committee with the range of issues that the Intergovernmental and Public Relations Committee had previously covered.

Ms. Hacker noted that the intent is to convene the Intergovernmental and Public Relations Committee at a date to be determined upon consulting with the Commission Chairperson and Committee Chairperson. The intent is to convene the Committee at least once annually to forecast the subsequent year and determine communications that the Commission will have with the Counties.

Ms. Hacker also noted the Chairperson's recent appointment of Paul Decker as an alternate to the Intergovernmental and Public Relations Committee. The alternate would attend a meeting when a Committee member is unable to attend.

### C. Commission Facility Review and Leasing Status

Ms. Hacker review the final memorandum regarding the leasing status of the vacant space in the Commission building. Ms. Hacker then read verbatim the e-mail she received from Colliers regarding the Commission's leasable space.

Mr. Colman then asked for comments or questions concerning changes to the Commission's management structure.

Ms. Brown-Martin asked about Ms. Hacker's process for setting up an opportunity for the Directors to have full management team meetings and how team meetings fell within the Commission's overall management structure. Ms. Hacker stated the Directors have monthly one-hour meetings scheduled through December 2025, noting she will determine how that rhythm and duration works and adjust as needed. Ms. Hacker also noted the Directors and Chiefs have monthly meetings through a Division Exchange to discuss latest efforts and coordinate as needed. The Directors and Chiefs coordinate meetings with their Divisions on a monthly or quarterly basis. Mr. Colman asked if Ms. Hacker also spoke with each group. Ms. Hacker stated she holds quarterly all staff meetings.

In response to an inquiry by Mr. Johnson, Ms. Hacker stated Division Heads were notified of this management structure change individually over the prior month, and reviewed the new structure as a group the prior day. The new organizational chart was posted to the Commission's intranet following that meeting.

Mr. Colman then asked if there were questions concerning the Intergovernmental and Public Relations Committee Updates.

Ms. Brown-Martin asked Commissioner Crowley, current Intergovernmental and Public Relations Committee Chairperson, to provide background on how the Executive Committee may be informed by the Intergovernmental and Public Relations Committee.

Mr. Crowley stated he agrees with the proposed annual meeting schedule for this Committee. He then referred to the minutes of the 2014 meeting, the most recent meeting, noting the meeting was held for primarily one issue. Mr. Crowley noted that most Commissioners from that time are no longer with the Commission. He further stated there needs to be a strategy for how the meetings are conducted and what the agenda will look like, as the intent of this Committee is to improve communication among the member Counties. Mr. Crowley then explained that a discussion between himself, the Executive Director, and the Commission Chairperson on the strategy and developing the timeline of the meeting schedule and the types of agenda items is forthcoming.

Mr. Johnson noted the importance that all Counties together have a discussion in addition to recurring meetings with the Counties and communities. He noted that convening the Counties would be a good opportunity to exchange what the Commission is working on and receive input from the Counties on their needs.

Mr. Crowley stated he sees this as a tremendous opportunity to improve relationships with the Counties. He noted at the prior Commission Quarterly Meeting there was quite a bit of conversation about communication on the tax levy and the value the Counties get from the Commission's services. Mr.

Crowley stated that for the past several years the Commissioners have discussed the need for the Executive Director to meet with the County Executives or County Chairs to have conversations. Mr. Crowley noted that Ms. Hacker has been able to do that with the Counties and has received feedback. Mr. Crowley again noted that proper agenda items are critical. He added this is the Commission's opportunity to communicate and the Intergovernmental and Public Relations Committee is the appropriate venue to do that, aside from the Executive Director meeting with the County Boards.

Ms. Brown-Martin asked if the objective is to try to develop a better working relationship with the Counties and also asked if it was possible to have a work program or memo between the Committee and the individual Counties to ensure the Commission is meeting whatever objectives the Counties have put forward. Mr. McKay noted that staff does provide memos to a number of Counties on an annual basis upon request and this could be expanded to all Counties.

In response to an inquiry by Ms. Minkel-Dumit concerning the timing of the meeting about County budget processes, Ms. Hacker stated she and Mr. McKay have discussed a good lead time before the subsequent calendar and fiscal year for Committee members and staff to come with ideas and information. She also stated that October is optimal with regard to meeting prior to the December Quarterly Meeting. Mr. McKay stated an October meeting will give the Committee time to work with Commission staff to consider upcoming work loads and projects.

Mr. Crowley described the posting on the Commission's website about the Intergovernmental and Public Relations Committee, stating that this Committee serves as the principal arm in communicating with the constituent County Boards. He then noted that convening the Committee for one meeting per year may not be adequate given budget timing and the opportunity to have the Executive Director and the Committee meet and communicate to the County Boards, perhaps the Committee would meet two to four times per year.

Mr. Crowley then suggested that the Committee proceed with scheduling the first meeting in October, and the Committee then set a schedule for the next fiscal year, with a regular set schedule thereafter.

There were no comments on the Commission Facility Review and Leasing Status.

## **REVIEW AND DIRECTION TO STAFF REGARDING THE ENVIRONMENTAL JUSTICE TASK FORCE**

Chairperson Colman asked Mr. McKay to review the Environmental Justice Task Force Memorandum. Mr. McKay stated that in response to discussion about the Environmental Justice Task Force (EJTF) at Commission quarterly meetings held in March and June, Commission staff have prepared a memo discussing the history and purpose of the EJTF, a review of discussions with the EJTF about its title, and next steps regarding the title of the EJTF.

During this review, the following comments and questions were noted.

In response to an inquiry by Mr. Colman, Mr. McKay stated that it is important to get input on a potential title change from the EJTF members. He also stated that the EJTF has a guidance document that describes their purpose and functions.

In response to an inquiry by Mr. Jung, Mr. McKay stated that it is Commission staff understanding from correspondence received from USDOT, the Federal government will no longer enforce contractual

obligations that are inconsistent with vacated executive orders. Mr. Jung stated he does not feel it is appropriate for the Commission to back away from the commitment to being a representative organization.

In response to an inquiry by Mr. Holt, Mr. McKay stated that at this time Commission staff interpretation is that the Commission is not required to engage in environmental justice related activities, but it is not a detriment to securing funding. Mr. Johnson noted that environmental justice activities provide an additional opportunity for outreach.

Mr. McKay stated that the Commission staff recommendation is that the Executive Committee direct the EJTF to consider new names and identify potential updates to its guidance document at its September 2025 meeting. Mr. Hiebert commented that the EJTF has helped the Commission's outreach efforts and to identify key partners within the Region.

In response to an inquiry by Mr. Crowley, Mr. McKay stated that staff have discussed proposing to change the EJTF title to Community Engagement Task Force.

Ms. Brown-Martin referred to the discussions of the EJTF at previous Commission meetings and suggested that the Executive Committee direct Commission staff to invite Commissions to the next EJTF meeting to participate in their discussion.

There being no additional comments or questions, a motion was made by Ms. Brown-Martin to invite members of the Commission to attend the next EJTF meeting to discuss a potential title change and future direction. The motion was seconded by Mr. Pitts and unanimously carried.

## **CONSIDERATION OF COMMISSION 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. Johnson, seconded by Ms. Minkel-Dumit, and carried unanimously, the contract report was accepted, and the report was placed on file (copy of report attached to Official Minutes).

## **WORK PROGRAM REPORT**

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).

In response to an inquiry by Mr. Crowley, Mr. McKay confirmed that the Commission's Historic Urban Growth Map does include development going back to 1850.

## **REVIEW AND CONSIDERATION OF THE STATEMENT OF REVENUES AND EXPENDITURES FOR REPORTING PERIOD ENDING JUNE 29, 2025**

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 6, ending on June 29, 2025, were distributed for Committee review.

In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered represented approximately 50 percent of the calendar year. She then called attention to the following items:

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Executive Committee  
July 17, 2025

1. The Federal and State revenues remain unchanged from the report presented at the May meeting.
2. The service agreement revenues remain unchanged from the report presented at the May meeting. This report does not include the additional \$13,750 in service revenues received January to June 2025 for sanitary sewer extension reviews and wetland delineations.
3. The Commission had on hand as of June 29, 2025, approximately \$6.75 million. This includes about \$131,000 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 4.36 percent interest, and certificate of deposit accounts.
4. This Statement reflects the January 2022 approved Commission Reserves Policy. The minimum and maximum reserve fund amounts have been noted. These numbers reflect the findings of the 2024 audit.

There being no questions or comments, on a motion by Ms. Minkel-Dumit, seconded by Mr. Holt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending June 29, 2025, was accepted to be placed on file (copy attached to Official Minutes).

#### **CONSIDERATION OF DISBURSEMENTS**

##### **2025 Check Register dated May 9, 2025**

Copies of the Check Register dated May 9, 2025, for financial reporting period of April 21, 2025, to May 4, 2025, were distributed to the Committee.

Ms. Larsen reviewed and discussed the payments that have been highlighted on the Check Register dated May 9, 2025.

In response to an inquiry by Mr. Colman concerning a payment to Carahsoft Technology Corporation, (page 1) was for the annual renewal of software that converts GPS measurements and computer GPS NAD 83 coordinates.

There being no additional questions or comments, on a motion by Mr. Jung seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the May 9, 2025, check register were approved.

Chairperson Colman, Ms. Brown-Martin, and Ms. Hacker then affixed their signatures to the May 9, 2025, Check Register (copy attached to Official Minutes).

##### **2025 Check Register dated May 23, 2025**

Copies of the Check Register dated May 23, 2025, for financial reporting period of May 5, 2025, to May 18, 2025, were distributed to the Committee.

Ms. Larsen reviewed and discussed the payments that have been highlighted on the Check Register dated May 18, 2025.

There being no questions or comments, on a motion by Mr. Holt, seconded by Ms. Minkel-Dumit, and carried unanimously, the Commission disbursements for the May 23, 2025, check register were approved.

Chairperson Colman, Ms. Brown-Martin, and Ms. Hacker then affixed their signatures to the May 23, 2025, Check Register (copy attached to Official Minutes).

**2025 Check Register dated June 6, 2025**

Copies of the Check Register dated June 6, 2025, for financial reporting period of May 19, 2025, to June 1, 2025, were distributed to the Committee.

Ms. Larsen reviewed and discussed the payments that have been highlighted on the Check Register dated June 6, 2025.

There being no questions or comments, on a motion by Mr. Crowley, seconded by Ms. Minkel-Dumit, and carried unanimously, the Commission disbursements for the June 6, 2025, check register were approved.

Chairperson Colman, Ms. Brown-Martin, and Ms. Hacker then affixed their signatures to the June 6, 2025, Check Register (copy attached to Official Minutes).

**2025 Check Register dated June 20, 2025**

Copies of the Check Register dated June 20, 2025, for financial reporting period of June 2, 2025, to June 15, 2025, were distributed to the Committee.

Ms. Larsen reviewed and discussed the payments that have been highlighted on the Check Register dated June 15, 2025.

Mr. Crowley inquired about Directors and Officers Liability Insurance. Ms. Larsen stated the Commission does have that coverage through Greenwich with the premium cost being \$11,179.

There being no further questions or comments, on a motion by Mr. Pitts, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the June 20, 2025, check register were approved.

Chairperson Colman, Ms. Brown-Martin, and Ms. Hacker then affixed their signatures to the June 20, 2025, Check Register (copy attached to Official Minutes).

**CORRESPONDENCE AND ANNOUNCEMENTS**

Ms. Larsen indicated that the Commission has two pickup trucks for the County Surveyor work. The trucks are a 2016 Ford F-250 and a 2021 Chevrolet Silverado. The two trucks were necessary when two field crews were conducting monumentation work each on a daily basis. There is now one field crew due to staffing and thus no longer are in need of two pickup trucks. In addition, the Ford truck no longer drives properly particularly when pulling a trailer. Ms. Larsen is proposing to sell the Ford F-250.

Discussion ensued regarding the sale of the vehicle. It was determined that Ms. Larsen will obtain quotes on the sale of the vehicle from Ewald Ford, and CarMax. Ms. Larsen will sell the vehicle to the dealer with the best offer.

Mr. McKay stated the next Planning & Research Committee meeting will be held on Tuesday, August 5, 2025, at 1:30 p.m.



**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 3:00 p.m. on a motion by Mr. Crowley, seconded by Ms. Minkel-Dumit, and carried unanimously.

Respectfully submitted,

Stephanie Hacker  
Deputy Secretary

SRH/BRM/EAL  
#277879