

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday August 21, 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
Brian Holt
Natalia Minkel-Dumit
Robert Pitts
David Stroik

Dewayne Johnson
Trevor Jung

Staff:

Stephanie Hacker
Benjamin McKay
Elizabeth Larsen

Executive Director
Deputy Director
Director of Administration

ROLL CALL

Chairperson Colman called the meeting to order at 1:30 p.m. Roll call was taken, and a quorum was declared present.

APPROVAL OF MINUTES OF JULY 17, 2025

Chairperson Colman asked if there were any changes or additions to the July 17, 2025 Executive Committee meeting minutes. There were none.

On a motion by Mr. Pitts, seconded by Mr. Crowley, and carried unanimously, the minutes of the Executive Committee meeting held on July 17, 2025 were approved as published.

REVIEW AND CONSIDERATION OF EXECUTIVE DIRECTOR'S REPORT

A. Process for Addressing Commission Officer Vacancy

Ms. Hacker reviewed a memorandum that discusses the process for the Committee to address the Commission Vice Chairperson vacancy.

Mr. Colman then asked for comments or questions regarding the memo.

In response to an inquiry by Mr. Colman, Ms. Hacker stated that the Full Commission could accept the Interim Vice Chairperson as permanent or select a different Vice Chairperson. Mr. Colman stated he wants to ensure that the process for addressing the Vice Chairperson vacancy yields interested candidates that can be considered at the September Executive Committee meeting.

Mr. Stroik commented that it is usual and customary if in line to be Chairperson, that the Vice Chairperson is not an elected official. Mr. Pitts stated that there was a recent discussion about the Bylaws regarding this guideline for the Chairperson role, and the Executive Committee voted not to amend the Bylaws. Ms. Hacker read the Bylaws concerning the Chairperson position.

Mr. Holt commented that the Bylaws do not prohibit but discourage an elected official as Chairperson and it is helpful to mention past practices. Ms. Minkel-Dumit requested that the Bylaws be attached to correspondence notifying Commissioners of the vacancy and that the correspondence should encourage Commissioners to read the Bylaws.

Ms. Minkel-Dumit made a motion to approve the process of selecting a Commission Vice Chairperson as presented in the memorandum. The motion seconded by Mr. Holt. Mr. Colman asked if there was any discussion on the motion.

Mr. Pitts stated that it is important to elect a Commission Vice Chairperson that can potentially be the Commission Chairperson.

Mr. Holt stated that there has been no change to the Bylaws regarding the process for the Executive Committee to select an Interim Vice Chairperson. Ms. Minkel-Dumit affirmed that the motion does not concern voting on changes to the Bylaws. She also noted that it is important that the Vice Chairperson have a good understanding of the Commission Bylaws.

Mr. Stroik stated he supports the motion, and any Commissioner can be the Vice Chairperson. There is limited precedent that an elected official has served as Commission Vice Chairperson. Mr. Holt reiterated that correspondence to Commissioners should include language that states the precedent is to encourage non-elected officials but that it is not mandatory.

Ms. Hacker stated that, if the motion carries, the Committee will proceed with the Executive Committee meeting on Thursday, September 18, 2025, at 1:30 p.m. She then asked the Executive Committee to provide guidance for the voting process. Mr. Holt stated that someone independent of leadership should run an election to select the Vice Chairperson. This can be a staff person. Interested candidates should be included on an election ballot. The facilitator distributes, collects, and counts the voting ballots. When a candidate receives a majority of the votes, that candidate is voted in as the Vice Chairperson. Mr. Crowley added that the Committee has a choice to have a secret ballot or a public ballot.

On a call of the vote, the motion passed with 6 ayes and 0 nyes.

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 lists 12 contracts.

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

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 a comment by Ms. Minkel-Dumit, Mr. McKay stated he will speak with Ms. Laura Herrick, Chief Environmental Engineer, about floodplain mapping in the Cities of Milwaukee and Mequon.

REVIEW AND CONSIDERATION OF THE STATEMENT OF REVENUES AND EXPENDITURES FOR REPORTING PERIOD ENDING JULY 27, 2025

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 7, ending on July 27, 2025, were distributed for Committee review.

In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered represented nearly 60 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenues remain unchanged from the report presented at the July meeting.
2. The service agreement revenues remain unchanged from the report presented at the July meeting.
3. The Commission had on hand as of July 27, 2025, approximately \$6.311 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 Mr. Pitts, seconded by Ms. Minkel-Dumit, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending July 27, 2025, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF DISBURSEMENTS

2025 Check Register dated July 3, 2025

Copies of the Check Register dated July 3, 2025, for financial reporting period of June 14, 2025 to June 29, 2025 were distributed to the Committee.

Ms. Larsen reviewed and discussed the payments that have been highlighted on the Check Register dated July 3, 2025.

In response to an inquiry by Mr. Colman, concerning payment to Cardmember Service (page 1), Ms. Larsen stated that a portion of this payment was to send Commission staff member Christopher Hiebert to a National Association of Regional Councils meeting to accept an award on behalf of the Commission, for the FlexRide Pilot Study. The pilot study was conducted in partnership with the University of Wisconsin-Milwaukee.

There being no additional questions or comments, on a motion by Mr. Holt, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the July 3, 2025 Check Register were approved.

Chairperson Colman and Ms. Hacker then affixed their signatures to the July 3, 2025 Check Register (copy attached to Official Minutes).

2025 Check Register dated July 18, 2025

Copies of the Check Register dated July 18, 2025, for financial reporting period of June 30, 2025 to July 13, 2025 were distributed to the Committee.

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

In response to an inquiry by Mr. Colman concerning payment to Cramer Multhauf LLP, (page 1), Ms. Larsen stated this payment was for guidance concerning several open records requests the Commission had received in Spring 2025.

In response to a second inquiry by Mr. Colman concerning payment to Gannett Wisconsin LocaliQ, (page 1), Ms. Larsen stated this was the purchase of a package of five job postings to be used on future dates to post available job openings with the Milwaukee Journal Sentinel. She further stated that this was a discounted package, and the job postings do not have an expiration date.

There being no additional questions or comments, on a motion by Mr. Holt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the July 18, 2025 Check Register were approved.

Chairperson Colman and Ms. Hacker then affixed their signatures to the July 18, 2025 Check Register (copy attached to Official Minutes).

2025 Check Register dated August 1, 2025

Copies of the Check Register dated August 1, 2025, for financial reporting period of July 14, 2025 to July 27, 2025 were distributed to the Committee.

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Executive Committee
August 21, 2025

Ms. Larsen reviewed and discussed the payments that have been highlighted on the Check Register dated August 1, 2025.

There being no questions or comments, on a motion by Ms. Minkel-Dumit, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the August 1, 2025 Check Register were approved.

Chairperson Colman and Ms. Hacker then affixed their signatures to the August 1, 2025 Check Register (copy attached to Official Minutes).

CORRESPONDENCE AND ANNOUNCEMENTS

Mr. McKay stated the Full Commission meeting will be held on Wednesday, September 10, 2025, at 3:00 p.m. at the Pritzker Military Museum and Library in Kenosha.

Mr. Pitts asked that a report on the status of the Commission's rental space be provided at an upcoming Executive Committee meeting.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:38 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
#278249