

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

Thursday, November 20, 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:

Michael Crowley, Chair
Charles Colman
Brian Holt
Dewayne Johnson
Trevor Jung
Natalia Minkel-Dumit
Robert Pitts
David Stroik

Staff and Guests:

Stephanie Hacker	Executive Director
Benjamin McKay	Deputy Director
Elizabeth Larsen	Director of Administration
Adam Jaramillo	Walworth County Commissioner (to be seated in December)
Isaac Rowlett	Milwaukee County Commissioner (to be seated in December)

ROLL CALL

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

APPROVAL OF MINUTES OF OCTOBER 16, 2025

Chair Crowley asked if there were any changes or additions to the October 16, 2025, Executive Committee meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Pitts, and carried unanimously, the minutes of the Executive Committee meeting held on October 16, 2025, were approved as published.

REVIEW AND CONSIDERATION OF TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENTS (COPY OF EXHIBIT AND RESOLUTION NO. 2025-15)

Chair Crowley asked the Commission to consider adoption of Resolution No. 2025-15, which is an amendment to the Transportation Improvement Program for Southeastern Wisconsin: 2025-2028. Mr. Hiebert presented Resolution 2025-15, 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, and West Bend urban areas. He further noted there are 23 new projects, and changes to 21 existing projects to be amended into the TIP.

There being no questions or comments, on a motion by Mr. Jung, to approve Resolution No. 2025-15, seconded by Mr. Stroik, and carried by a vote of 8 ayes and 0 nays, Resolution No. 2025-15 was approved (copy of Resolution 2025-15 attached to Official Minutes).

Secretary's Note: Mr. Isaac Rowlett has not been formally seated as a Commissioner and was not eligible to vote on this Agenda Item.

CONSIDERATION OF THE 2026 OVERALL WORK PROGRAM (RESOLUTION NO. 2025-16)

Chair Crowley asked the Commission to consider adoption of Resolution No. 2025-16, which is the 2026 Commission Overall Work Program (OWP).

Mr. Hiebert explained that the OWP outlines the Commission's work, by program area and by project, which is expected to be conducted by the staff in 2026. The OWP is consistent with the 2026 budget adopted by the Full Commission in June.

Mr. Hiebert highlighted major projects to be undertaken by staff in 2026.

In response to an inquiry by Mr. Stroik, Mr. Hiebert stated that the OWP does not contain projects that are over budget except for the Regional Chloride Study. Ms. Larsen stated this document does match the Commission's 2026 Budget which was approved in June.

There being no further questions or comments, on a motion by Mr. Pitts to approve Resolution No. 2025-16, seconded by Mr. Stroik, and carried by a vote of 8 ayes and 0 nays, Resolution No. 2025-16 was approved (copy of Resolution 2025-16 attached to Official Minutes).

Secretary's Note: Mr. Isaac Rowlett has not been formally seated as a Commissioner and was not eligible to vote on this Agenda Item.

REVIEW AND CONSIDERATION OF 2026 SERVICE AGREEMENT FEE SCHEDULE

Chair Crowley asked for discussion on the proposed service agreement fee schedule.

Mr. McKay reviewed the provided memorandum outlining the proposed update to the 2026 Service Agreement Fee Schedule.

Mr. McKay noted that not all work completed by staff is funded with Federal funds. As an example, staff time charged to a sewer extension review that is not covered by a service fee would then be covered by a combination of tax levy and State funding.

In response to an inquiry by Mr. Colman, Mr. McKay stated that he has been working with staff to determine the appropriateness of these service fees.

In response to an inquiry by Mr. Johnson, Mr. McKay stated that the local governments have not expressed concerns regarding these fees.

In response to an inquiry by Mr. Holt, Mr. McKay stated that many wastewater treatment plants serve more than 10,000 people; however, there are several treatment plants in the Region that serve fewer than 10,000 people.

There being no further questions or comments, it was moved by Ms. Minkel-Dumit, and seconded by Mr. Stroik, and carried unanimously to update the Service Fee Schedule to be effective November 21, 2025.

CONSIDERATION OF APPOINTMENTS TO THE COMMUNITY ENGAGEMENT AND BENEFITS TASK FORCE

Mr. McKay explained that there is a vacancy on the Commission's Community Engagement and Benefits Task Force for the Remainder of the Region position and stated that there is one candidate to consider for appointment to the vacancy. He stated that the candidate nominated for filling the vacancy is Ms. Donna Brown-Martin. Mr. McKay then provided a brief overview of Ms. Brown-Martin's background.

In response to an inquiry by Mr. Pitts, Mr. McKay stated that potential members of the Task Force are typically identified by outgoing Task Force members and by the Commission Chief Community Engagement Specialist, Nikki Payne.

Mr. Jung stated that Ms. Brown-Martin is an incredible asset to the Region and her interest in serving on the Task Force is of great benefit to not only this Task Force, but the Commission as a whole.

There being no further questions or comments on a motion by Mr. Jung, seconded by Mr. Stroik, and passed unanimously, Ms. Brown-Martin was appointed to the Community Engagement and Benefits Task Force.

REPORT ON 2026 COMMISSION HEALTH INSURANCE

Chair Crowley asked Ms. Larsen to review with the Committee the group medical insurance enrollment for calendar year 2026.

Ms. Larsen referenced the "Total Cost to SEWRPC for 2026 Health Insurance" table. This table lists the Commission's Group Medical Insurance Premiums and staff health insurance selections for 2026 (copy attached to Official Minutes). Ms. Larsen stated that the Commission obtains medical insurance for staff through the State of Wisconsin Department of Employee Trust Funds (WDETf) Group Health Insurance Program, and that Commission employees had recently completed their selection of health insurance coverage for calendar year 2026.

In reviewing this matter with the Committee, Ms. Larsen noted that 56 Commission employees participate in the WDETf insurance program, with two employees declining coverage. For 2026, all staff have selected Network Health Plan, the only qualified health plan available to staff in Waukesha County.

Ms. Larsen then noted in Calendar Years prior to 2026, Network Health Plan covered providers in the Ascension and Froedtert Medical Groups. Common Ground and Quartz Community covered providers in the Aurora Medical Group. The All Access Plan does not restrict enrollees to a specific medical network group, and Dean Health Plan is part of the Pro-Health Care provider network. Beginning in 2026 Network Health will now cover the Ascension and Froedtert Medical Groups and the Aurora Medical Group. This comprehensive coverage of medical groups by Network Health has resulted in all employees moving to Network Health.

Overall, the total cost to the Commission of Health insurance for current employees should approximate \$1,065,157 for the year. Ms. Larsen noted that the Health Reimbursement Account (HRA) amount to be reimbursed to employees is not included in this estimated cost. She added that the cost of health insurance for 2026 will be within the amount budgeted for 2026 of \$1,204,668 not including HRA costs. The 2026 budget assumed a 10 percent increase in health insurance costs and coverage for 62 staff. The difference between the budget and actual is \$139,511, equivalent to the six staff vacancies should all those staff opt for the family health coverage. Should all six staff vacancies be filled and all those employees opt for family health coverage, the Commission will break even on the cost of health insurance.

Mr. Holt stated that the Commission is extremely lucky to project a break-even budget for health insurance due to the coverage change in Network Health. He then stated there is no guarantee that Network Health rates will become more in line with the other health plans available through the WDETf in following years.

Mr. Stroik commented that while the ongoing health insurance cost combined with provider networks being segmented among health insurance carriers has been solved for the upcoming year, there is still the issue of clarifying the unique situation regarding local government employee health insurance regulations as compared to the state government employee health insurance regulations.

Ms. Larsen stated that she had a lengthy conversation with staff at the WDETf, and they understand the issue with the local employee vs state employee health insurance regulations. Local employees are subject to higher premium costs and a limit on what an employer may pay toward the health insurance premium. She further stated staff at WDETf has informed her that they are working toward solutions to help to offset the rise in health care premiums.

Ms. Larsen also recalled that at the October meeting she stated she will work with the Commission's insurance broker to look at the cost of health coverage outside of WDETf to have a cost comparison between WDETf and an alternate plan.

REVIEW AND CONSIDERATION OF TRANSITION OF ANCILLARY MEDICAL INSURANCE COVERAGE

Chair Crowley asked Ms. Larsen to review with the Committee the ancillary medical insurance coverage.

Ms. Larsen stated that the Commission's ancillary insurance coverages are comprised of the dental, vision, disability, and gap insurance coverages.

Ms. Larsen stated this review was precipitated by a 12 percent increase in the group dental insurance the Commission purchases from Delta Dental. Based upon this renewal proposal, the Commission's insurance agent was asked to obtain proposal quotes from several companies for dental and vision insurance as Delta Dental held both policies.

After reviewing a number of competing proposals, the staff is recommending that the Commission transfer the dental and vision insurance coverage to MetLife. The MetLife proposal would allow for the benefit levels of dental insurance to remain the same as it was with Delta Dental, however with a much lower cost to both the Commission and the employees.

In addition to the dental and vision coverage the Commission has held the disability insurance coverage, which is fully paid by the Commission, and the gap insurance coverage of critical illness, hospital indemnity, and accident coverage with The Hartford. Ms. Larsen stated The Hartford had not increased the disability or gap coverage rates for a number of years. However, the rates with The Hartford were significantly higher than those of the other carriers, including MetLife which quoted a 13 percent reduction in the disability insurance premium.

Ms. Larsen requested approval from the Committee to transition all ancillary insurance to MetLife, noting the significant cost savings for dental and disability coverage. The Commission would continue with the 80 percent contribution toward dental coverage, with the employee paying 20 percent of the premium, and pay 100 percent of the premium for the disability insurance. Vision and gap coverages will remain as 100 percent employee paid coverages.

Ms. Larsen stated the State will transition to MetLife Vision coverage from Delta Vision for 2026. Mr. Johnson stated the State has remained with Delta Dental for 2026.

There being no further questions or comments, it was moved by Mr. Stroik, seconded by Mr. Pitts, and carried unanimously to transition from Delta Dental, Delta Vision, and The Hartford to MetLife for dental, vision, disability, and gap insurance coverages.

CONSIDERATION OF COMMISSION CONTRACTS

Chair Crowley asked Ms. Larsen to review the proposed contracts. Ms. Larsen noted that the report the Committee members received prior to the meeting lists three contracts.

In response to an inquiry by Mr. Stroik, Ms. Larsen stated that in the LiDAR contract there is an amount factored into the contract cost for staff time.

There being no further 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 REPORT

Chair Crowley asked Mr. McKay to review the Work Program Progress Report. Mr. McKay reviewed the report, indicated that changes had been made to the report to reflect project completion status, and then identified the key regional and selected community and county assistance efforts (copy of report attached to Official Minutes).

Mr. Johnson suggested that Mr. McKay add a footnote to the report describing the behind schedule and extended schedule status of noted projects.

In response to an inquiry by Mr. Stroik, Mr. McKay stated that Commission staff work on the regional food system plan stems from a recommendation in VISION 2050 as well as work on the subject that has been undertaken by some communities in the Region, including the City of Milwaukee.

REVIEW AND CONSIDERATION OF THE STATEMENT OF REVENUES AND EXPENDITURES FOR REPORTING PERIOD ENDING NOVEMBER 2, 2025

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 11, ending on November 2, 2025, were distributed for Committee review.

In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered represented just over 80 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 October meeting.
2. The service agreement revenues remain unchanged from the report presented at the October meeting.
3. The projection of expenditures through year end is showing a surplus, particularly in the Continuing Land Use Transportation Study due to the staff vacancies and multiple staff on FMLA at various times throughout the year. Discussions have been held with WDOT regarding this surplus and they have advised staff to purchase data sets that would be useful for the VISION 2060 plan.
4. The Commission had on hand as of November 2, 2025, approximately \$6.7 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 4.22 percent interest, and certificate of deposit accounts.
5. 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.

In response to an inquiry by Mr. Jung, Mr. Hiebert stated that residential data is purchased through the firm DataAxe, and origin and destination data is purchased through a firm called Streetlight Data.

There being no additional questions or comments, on a motion by Mr. Jung, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending November 2, 2025, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF DISBURSEMENTS

2025 Check Register dated October 10, 2025

Copies of the Check Register dated October 10, 2025, for financial reporting period of September 22, 2025 to October 5, 2025 were distributed to the Committee.

There being no questions or comments, on a motion by Mr. Stroik, seconded by Ms. Minkel-Dumit, and carried unanimously, the Commission disbursements for the October 10, 2025 Check Register were approved.

Chair Crowley, Mr. Stroik, and Ms. Hacker then affixed their signatures to the October 10, 2025 Check Register (copy attached to Official Minutes).

2025 Check Register dated October 24, 2025

Copies of the Check Register dated October 24, 2025, for financial reporting period of October 6, 2025 to October 19, 2025 were distributed to the Committee.

In response to an inquiry by Mr. Stroik, Ms. Larsen stated that payment made to Cramer Multhauf LLP (page 1) was for Attorney Brian Brejcha to prepare for and appear at the September 10, 2025, Quarterly Commission Meeting to discuss open records requests.

In response to a second inquiry by Mr. Stroik, Ms. Larsen stated that payment made to Hanover Insurance (page 1) is the monthly amount for the Commission's business insurance coverage.

Mr. Stroik stated that in the State Statute, 66.0309, paragraph 16, a Planning Commission is immune from suit with respect to claims yet the Commission holds an Employment Practices and Liability Coverage.

Secretary's Note: The Commission has Public Officials Liability coverage with a maximum limit of liability for each claim as \$1,000,000. This coverage also includes Employment Practices Liability and Third Party Liability also with a maximum liability for each claim of \$1,000,000. The cost for all referenced coverages is \$10,409 annually.

In response to an inquiry by Mr. Johnson, Ms. Larsen stated that the Commission does have a Professional Land Surveyor on staff and Dossier sheets are signed and sealed.

There being no further questions or comments, on a motion by Mr. Stroik, seconded by Mr. Jung, and carried unanimously, the Commission disbursements for the October 24, 2025 Check Register were approved.

Chair Crowley, Mr. Stroik, and Ms. Hacker then affixed their signatures to the October 24, 2025 Check Register (copy attached to Official Minutes).

2025 Check Register dated November 2, 2025

Copies of the Check Register dated November 2, 2025 for financial reporting period of October 19, 2025 to November 2, 2025 were distributed to the Committee.

There being no questions or comments, on a motion by Mr. Jung, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the November 2, 2025 Check Register were approved.

Chair Crowley, Mr. Stroik, and Ms. Hacker then affixed their signatures to the November 2, 2025 Check Register (copy attached to Official Minutes).

CORRESPONDENCE AND ANNOUNCEMENTS

Ms. Hacker reviewed the leasing activity report as of November 6, 2025 with 11 inquiries in September and October. She reported one of those 11 inquiries seemed to be very promising, they are asking advanced questions, and the broker is undertaking some correspondence with them over the next few weeks. Ms. Hacker further stated the December 3, 2025, Quarterly Commission meeting will be held at the Milwaukee Urban Stables with dinner following at The Bridgewater Modern Grill.

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Ms. Hacker also stated that former Commissioners will be honored at the December dinner and the Commission offices will be closed on Thursday, November 27th and Friday, November 28th for the holiday weekend.

Mr. Johnson thanked Commission staff for the provision of LiDAR information.

Mr. Pitts asked that the Commissioner contact roster be updated.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:35 p.m. on a motion by Mr. Pitts, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Stephanie Hacker
Deputy Secretary

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