

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION EXECUTIVE COMMITTEE

Thursday, December 18, 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:  
Committee Members:

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

Excused:

David Stroik

Non-Committee Commissioners per Notice of Possible Quorum:

John Holloway  
Adam Jaramillo  
Eric Stelter

Staff and Guests:

Stephanie Hacker	Executive Director
Christopher Hiebert	MPO Director
Benjamin McKay	Deputy Director
Elizabeth Larsen	Director of Administration
Eric Lynde	Special Projects Director
Miranda Walser	Planner
Jonathan Smies	Attorney, Godfrey & Kahn

### ROLL CALL

Chair Crowley called the meeting to order at 1:34 p.m. Roll call was taken, and a quorum was declared present.

## **APPROVAL OF MINUTES OF NOVEMBER 20, 2025**

Chair Crowley asked if there were any changes or additions to the November 20, 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 November 20, 2025, were approved as published.

## **REVIEW AND CONSIDERATION OF COMMISSION SECRETARY PURSUANT TO COMMISSION BYLAWS ARTICLE III, SECTION 4 – VACANCIES.**

Chair Crowley stated the position of the Commission Secretary is vacant as prior to becoming Commission Chair he was the Commission Secretary.

Chair Crowley stated that Mr. Dewayne Johnson had expressed his interest in the position and no other Committee members had expressed interest.

Mr. Pitts nominated Mr. Johnson for the position of Commission Secretary. Mr. Holt seconded the nomination.

Chair Crowley asked and received no other nominations for this position.

Mr. Pitts moved that the nominations for the position of Commission Secretary be closed.

Mr. Johnson was approved as Commission Secretary by a vote of 8 ayes and 0 nays.

## **REVIEW AND CONSIDERATION OF CONTRACT TO UPDATE THE PERSONNEL REGULATIONS/EMPLOYEE HANDBOOK**

Ms. Larsen stated that staff has obtained a quote from Management Resource Associates (MRA) to review updates to the Commission's Personnel Regulations. She further stated that MRA had last reviewed the Commission Personnel Regulations in late 2019. Given the length of time that has passed since the last review, staff is requesting to obtain the services of MRA to review the Commission Personnel Regulations with a cost not to exceed \$2,240.

In response to an inquiry by Mr. Johnson, Ms. Larsen stated that the Committee will receive a copy of the Commission's current Personnel Regulations.

On a motion by Mr. Johnson, seconded by Ms. Minkel-Dumit, the staff is approved to work with MRA to review the Commission's Personnel Regulations at a cost not to exceed \$2,240.

## **CLOSED SESSION**

Chair Crowley indicated that Mr. Hiebert, Ms. Larsen, Mr. Lynde, and Mr. McKay should leave the room.

Mr. Crowley then stated that in pursuant to Wis. Stats. Sec. 19.85(1)(g), he was requesting a motion for the Committee to go into a closed session for the purpose of conferring with legal counsel who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which the Commission is or is likely to become involved; namely, potential litigation concerning the failure of a member county to include the Commission's service charge in its annual budget. It was moved by Mr. Colman and

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seconded by Mr. Johnson to go into closed session. Following a roll-call vote of ayes by Ms. Minkel-Dumit, Mr. Holt, Mr. Johnson, Mr. Pitts, Mr. Jung, Mr. Colman, and Mr. Rowlett, and Mr. Crowley, the Committee moved into a closed session.

### **DISCUSSION AND POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION**

On a motion by Mr. Johnson, seconded by Mr. Holt, and carried unanimously, the Committee authorized Godfrey & Kahn Attorney Smies to draft a letter for Commission Chair and Vice Chair to Washington County concerning payment of fees due.

### **CORRESPONDENCE AND ANNOUNCEMENTS**

Ms. Hacker wished Commissioners a happy holiday season.

### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 3:35 p.m. on a motion by Mr. Johnson, seconded by Ms. Minkel-Dumit, and carried unanimously.

Respectfully submitted,

Stephanie Hacker  
Deputy Secretary

#279462 SH/BRM/EAL