

**MINUTES**  
**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**  
**EXECUTIVE COMMITTEE**

Thursday, January 15, 2026

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  
Isaac Rowlett  
David Stroik

Staff:

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

**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 DECEMBER 18, 2025**

Chair Crowley asked if there were any changes or additions to the December 18, 2025, Executive Committee meeting minutes. There were none.

On a motion by Mr. Jung, seconded by Mr. Pitts, and carried unanimously, the minutes of the Executive Committee meeting held on December 18, 2025, were approved as published.

**REVIEW AND CONSIDERATION OF TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENTS (COPY OF EXHIBIT AND RESOLUTION NO. 2026-01)**

Chair Crowley asked the Commission to consider adoption of Resolution No. 2026-01, which is an amendment to the Transportation Improvement Program for Southeastern Wisconsin: 2025-2028. Mr. Hiebert presented Resolution 2026-01, 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 Milwaukee, Racine, and West Bend urban areas. He further noted there are 19 new projects, and changes to 14 existing projects to be amended into the TIP.

There being no questions or comments, on a motion by Ms. Minkel-Dumit, to approve Resolution No. 2026-01, seconded by Mr. Jung, and carried by a vote of 9 ayes and 0 nays, Resolution No. 2026-01 was approved (copy of Resolution 2026-01 attached to Official Minutes).

**REVIEW OF PERSONNEL REGULATIONS/EMPLOYEE HANDBOOK**

Chair Crowley asked Ms. Larsen to review the Commission's Personnel Regulations/Employee Handbook with the Committee. Ms. Larsen stated the Committee had approved Management Resource Associates (MRA) to work with staff to provide a review of the Commission Personnel Regulations/Employee Handbook. Ms. Larsen then stated the Committee members had received two copies of the Personnel Regulations/Employee Handbook. One includes redlined items or proposed changes to the Personnel Regulations/Employee Handbook. The second has no proposed changes and is what is currently posted on the Commission Intranet and available for staff reference.

Ms. Larsen stated that some policies have been added to the Personnel Regulations/Employee Handbook since the last formal review of this document. Those policies include a revision to the employee vacation accrual time and more recently a policy on the payout of vacation leave due to a financial emergency of an employee. Ms. Larsen then stated that some recent policies had not yet been vetted through MRA or the Commission's legal counsel.

In response to an inquiry by Mr. Johnson, Ms. Hacker stated that in early 2024, Ms. Larsen vetted the State's vacation leave accrual and was able to obtain six of the seven County vacation leave accrual rates. She then stated the Commission vacation leave accrual is comparable to the vacation leave accrual rates that were obtained at that time.

In response to an inquiry by Ms. Minkel-Dumit, Ms. Larsen stated this document will be provided to MRA for their review and any suggested changes or updates will be brought to the Committee. She also noted that this document may be forwarded to the Commission's legal counsel for review.

Ms. Larsen stated to Mr. Johnson that she would provide a table comparing the State of Wisconsin vacation leave accrual rates to that of the Commission vacation leave accrual rates.

**REVIEW AND CONSIDERATION OF THE STATEMENT OF REVENUES AND EXPENDITURES FOR REPORTING PERIOD ENDING JANUARY 11, 2026**

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 1, ending on January 11, 2026, were distributed for Committee review.

In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered the beginning of the calendar year, and no attempt was made to show actual expenditures or to project expenditures for the year given this very short period of time. She then called attention to the following items:

1. The revenue entries on the Statement reflect the budgeted amounts set forth in the Commission's Overall Work Program approved in November 2025. She noted that with respect to Federal and State Transportation Funds, a final approval letter securing these funds was received in December from the Wisconsin Department of Transportation. The Wisconsin Department of Administration revenue for the Coastal Management Program has also been secured and the Wisconsin Department of Natural Resources revenue for the Water Quality Planning Program is expected to be secured within the first quarter of the year.
2. With respect to service agreement revenues that support work activities in the planning program areas of land use, water quality, floodland management, economic development, and community assistance, many of the funds identified in the Statement already have been secured or are expected to be secured within the next few months. She noted that the \$71,518 in building program revenues identified in the service agreement column represents the annual rent to be paid in 2026. As the tenant space remains empty, the amount received for rental revenue can be expected to decrease by about \$5,900 per month until it is rented.
3. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2024 financial audit.
4. The Commission had on hand as of January 11, 2026, just over \$7.71 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 3.82 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.

There being no questions or comments, on a motion by Mr. Pitts, seconded by Mr. Jung, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending January 11, 2026, was accepted to be placed on file (copy attached to Official Minutes).

## **CONSIDERATION OF DISBURSEMENTS**

### **2025 Check Register dated November 21, 2025**

Copies of the Check Register dated November 21, 2025, for financial reporting period of November 3, 2025, to November 16, 2025, were distributed to the Committee.

There being no questions or comments, on a motion by Mr. Jung, seconded by Mr. Pitts, and carried unanimously, the Commission disbursements for the November 21, 2025, Check Register were approved for signature by Chair Crowley, Mr. Stroik, and Ms. Hacker (copy attached to Official Minutes).

### **2025 Check Register dated December 5, 2025**

Copies of the Check Register dated December 5, 2025, for financial reporting period of November 17, 2025, to November 30, 2025, were distributed to the Committee.

In response to an inquiry by Mr. Crowley, Ms. Larsen stated the payment to Ms. Donna Brown-Martin in the amount of \$175 was the per diem payment for her attendance at the July 17, 2025, Executive Committee meeting. Ms. Brown-Martin had retired from Milwaukee County and was opting to receive a per diem payment for meeting attendance after her retirement. Ms. Larsen further stated that Ms. Brown-Martin could not be paid until her payroll paperwork was received by accounting staff, which occurred in November.

There being no additional questions or comments, on a motion by Mr. Colman, seconded by Mr. Rowlett, and carried unanimously, the Commission disbursements for the December 5, 2025, Check Register were approved for signature by Chair Crowley, Mr. Stroik, and Ms. Hacker (copy attached to Official Minutes).

### **2025 Check Register dated December 19, 2025**

Copies of the Check Register dated December 19, 2025, for financial reporting period of December 1, 2025, to December 14, 2025, were distributed to the Committee.

In response to an inquiry by Mr. Colman, Mr. McKay stated the payment made to Data Axle, was for data that is purchased for assistance with land use and transportation planning. Mr. McKay noted this is an annual payment.

In response to an inquiry by Ms. Minkel-Dumit, Ms. Larsen stated that mileage reimbursement requests for 2025 should be submitted no later than the end of January for the prior year and semi-annually thereafter.

There being no additional questions or comments, on a motion by Mr. Pitts, seconded by Ms. Minkel-Dumit, and carried unanimously, the Commission disbursements for the December 19, 2025, Check Register were approved for signature by Chair Crowley, Mr. Stroik, and Ms. Hacker (copy attached to Official Minutes).

### **2026 Check Register dated January 5, 2026**

Copies of the Check Register dated January 5, 2026, for financial reporting period of December 20, 2025, to December 28, 2025, were distributed to the Committee.

There being no questions or comments, on a motion by Mr. Johnson, seconded by Mr. Jung, and carried unanimously, the Commission disbursements for the January 5, 2026, Check Register were approved for signature by Chair Crowley, Mr. Stroik, and Ms. Hacker (copy attached to Official Minutes).

### **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 five contracts.

In response to an inquiry by Mr. Colman, Ms. Larsen explained that the U.S. Geological Survey (USGS) contract as listed on the report states the contract total is \$211,800. Of that amount, the USGS will pay \$85,050 toward the operation of the stream gages and the local governments who are participating will pay

\$126,750, toward the operation of the stream gage. The Commission acts as the fiscal agent, invoicing the local governments and paying the local government amount to USGS upon receipt of their invoice.

There being no additional questions or comments, on a motion by Mr. Colman, seconded by Mr. Johnson, 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 and noted that the report identifies key regional and selected community and county assistance efforts (copy of report attached to Official Minutes).

Mr. Crowley commented that there has been media activity regarding the Chloride Study. Mr. McKay noted that Commission staff had recently presented information about the Chloride Study on Spectrum News 1 and WGTD radio.

## **EXECUTIVE LEADERSHIP REPORT**

### **A. Status of invoice transmission to the Counties for the 2026 charge**

Ms. Hacker provided the status of the invoice transmission for 2026 to the seven Counties. She stated that staff mailed a letter on December 19, 2025, to the seven Counties outlining that in January 2026, the Commission would invoice for the 2026 payment and would respectfully ask for payment by January 30, 2026. An option was also provided to pay in installments with the first payment by January 30, 2026.

Ms. Hacker then noted the status of the payments. Three Counties have paid in full. One County has scheduled payment. Three Counties have not yet paid. She stated she will track the status and be in correspondence with Counties regarding the January 30th date.

In response to an inquiry by Mr. Johnson, Ms. Hacker stated that Ozaukee, Racine, and Washington Counties have not yet paid. Mr. Crowley stated these Counties should make payment by January 30, 2026, and an update will be provided at the next Committee meeting.

### **B. Timeline for reviewing the 2027 charge to Counties**

Ms. Hacker stated that at the January 2025 Executive Committee meeting there was a discussion about subsequent year budgeting and the regional tax levy request to the Counties. She stated she will bring scenarios to the February Committee meeting for consideration. Ms. Hacker then asked Mr. McKay to discuss how the Intergovernmental and Public Relations Committee may provide input.

Mr. McKay stated that the Intergovernmental and Public Relations Committee will likely discuss meetings and communications with County leaders regarding the 2027 tax levy request. Staff will seek input from the Committee on key points to best communicate the request to County leaders. Staff will also seek input from Committee members on potential needs of the Counties in 2027.

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In response to an inquiry from Mr. Holt, Ms. Hacker stated that County leaders would generally appreciate incremental increases as opposed to holding the request flat for several years and then requesting a larger increase. She also stated that input was from meetings held with County leaders in 2025. She then explained that similar meetings will be held in 2026 to receive input regarding the 2027 tax levy request.

There being no further questions or comments, Mr. Crowley stated the Executive Leadership Report is concluded and the Committee will see more of these reports to discuss topics that are relevant to the Executive Committee.

#### **CORRESPONDENCE AND ANNOUNCEMENTS**

Ms. Hacker announced that the retirement of Joel Dietl, Chief Land Use Planner, was accepted with a date of Tuesday January 13, 2026. She also stated that Ms. Larsen will be retiring on April 2, 2026. The Committee expressed their gratitude to Mr. Dietl and Ms. Larsen for their service to the Commission.

Ms. Hacker also announced that the Commission has launched a recent projects and publications explorer page on the Commission website. More information will be provided at the February Planning and Research Committee meeting.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 2:19 p.m. on a motion by Mr. Pitts, seconded by Mr. Johnson, and carried unanimously.

Respectfully submitted,

Stephanie Hacker  
Deputy Secretary

#279698  
SH/BRM/EAL